*Please only apply for your initial certification once you have met the requirements*

☐ Log on to the TEACH System at: [http://www.highered.nysed.gov/tcert/](http://www.highered.nysed.gov/tcert/)

☐ Click: “TEACH Online Services”

☐ Click: “Apply for Certificate” (Read the information and click NEXT.)

☐ Verify/Update Profile: If you edit any information you must click the “Add” button each time.

☐ **Online Application Step 1:** Enter the following information listed below.
   - **Institution:** “SUC Potsdam”
   - **Award Title:** “Master of Science in Education”
   - **Program:** “31148 Literacy Educator (K-12)”
   - **Major:** “Literacy”
   - **Date Degree Received:** Example - “05/20/2012”
   - **Attended From and to Dates:** Example – “08/25/2008 – 05/20/2012”
   - **Number of Credits:** Example – “33”

☐ **Online Application Step 2:** Select the information listed below.
   - **Area of Interest:** “Classroom Teacher”
   - **Subject Area:** Based on current certificate
   - **Grade Level:** Based on current certificate
   - **Title:** Based on current certificate
   - **Type of Certificate:** “Professional”

☐ **Program Code:** “31148” (Code links to “Approved Teacher Preparation Program” Pathway)

Visit the Center for School Partnerships and Teacher Certification website for additional information about certification requirements, forms and links to websites.

[http://www.potsdam.edu/academics/SOEPS/education/certification](http://www.potsdam.edu/academics/SOEPS/education/certification)