



SUNY Potsdam Initial Certification MSE Literacy

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/>
- 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:** “27688 Literacy”
 - 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:** “Literacy”
 - Grade Level:** See chart below
 - Title:** See chart below
 - Type of Certificate:** “Initial”
- Program Code:** See chart below (Code links to “Approved Teacher Preparation Program” Pathway)

***When applying for your Literacy Professional Certification, repeat step 2 using the same program code and select “Professional” for Type of Certificate.**

<u>Program</u>	<u>Grade Level</u>	<u>Title</u>	<u>Program Code</u>
Literacy 5-12	Grades 5-12	Literacy (Grades 5-12)	27688
Literacy B-6	Birth – Grade 6	Literacy (Birth – Grade 6)	27688

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>