*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:** “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.*

<table>
<thead>
<tr>
<th>Program</th>
<th>Grade Level</th>
<th>Title</th>
<th>Program Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literacy 5-12</td>
<td>Grades 5-12</td>
<td>Literacy (Grades 5-12)</td>
<td>27688</td>
</tr>
<tr>
<td>Literacy B-6</td>
<td>Birth – Grade 6</td>
<td>Literacy (Birth – Grade 6)</td>
<td>27688</td>
</tr>
</tbody>
</table>

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)