*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:** “25154 Special Education”
   - **Major:** “Special Education”
   - **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:** “Students with Disabilities”
   - **Grade Level:** See chart below
   - **Title:** See chart below
   - **Type of Certificate:** “Initial”

☐ **Program Code:** See chart below

*When applying for your 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>Childhood 1-6</td>
<td>Childhood Grades 1-6</td>
<td>Students with Disabilities (Grades 1-6)</td>
<td>25154</td>
</tr>
<tr>
<td>Early Childhood, Birth-2</td>
<td>Early Childhood Birth – Grade 2</td>
<td>Students with Disabilities (Birth – Grade 2)</td>
<td>25154</td>
</tr>
<tr>
<td>Adolescence (7-12) Generalist</td>
<td>Generalist 7-12</td>
<td>Students with Disabilities (Generalist Grades 7-12)</td>
<td>25154</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