*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>Middle Childhood (5-9) Generalist</td>
<td>Generalist 5-9</td>
<td>Students with Disabilities (Grades 5-9) Generalist</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