



SUNY Potsdam

Initial Certification

MST Childhood 1-6

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 for Teachers"
 - Program:** "25150 Childhood Education"
 - Major:** "Childhood Education"
 - Date Degree Received:** Example - "05/20/2012"
 - Attended From and to Dates:** Example - "08/25/2008 - 05/20/2012"
 - Number of Credits:** Example - "49"
- Online Application Step 2:** Select the information listed below.
 - Area of Interest:** "Classroom Teacher"
 - Subject Area:** "Childhood"
 - Grade Level:** "Childhood Grades 1-6"
 - Title:** "Childhood Education (Grades 1-6)"
 - Type of Certificate:** "Initial"
- Program Code:** "25150" (Code links to "Approved Teacher Preparation Program" Pathway)

***If you want to apply for the Early Childhood Education (Birth - Grade 2) Certificate, you need to complete Step 2 selecting Early Childhood Education selections and then click "No, I have not completed, nor am I enrolled in, an Approved Teacher Preparation Program at a New York State College or University for this certificate and this type." Then click on "c. No, I am not eligible to apply through the Interstate Reciprocity Pathway."**

Canadian Students Only:

After your degree has been awarded, the Center for School Partnerships and Teacher Certification will request your official transcript and send a letter of Professional Standing and the transcript to the Ontario College of Teachers. You must apply online through your TEACH account and become NYS certificated.

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>