SUNY Potsdam Initial Certification BA Childhood 1-6 and Early Childhood B-2 Checklist

Follow the instructions below when applying for your teaching certification.

☐ **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: "Bachelor of Arts"
   Program: "23669 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 – "127"

☐ **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:** "23669" (Code links to "Approved Teacher Preparation Program" pathway)

   *If you want to apply for the Early Childhood Education (Birth – Grade 2) Certificate, repeat Step 2 and replace Childhood selections with Early Childhood selections and enter the same program code.

   Common Links:
   Forgot Username: <https://ws04.nyenet.state.ny.us/FUIDV3/fuid.xhtml>
   Forgot Password: <https://ws04.nyenet.state.ny.us/FPSV3/fps.xhtml>

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/teachercertification/index.cfm>