



SUNY Potsdam Initial Certification BA/MST Earth Science 7-12 Option A and B 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:** "Master of Science for Teachers Option A and B"
 - Program:** "25160 Adolescence Education: Earth Science"
 - Major:** "Earth Science"
 - Date Degree Received:** Example - "05/20/2012"
 - Attended From and to Dates:** Example - "08/25/2008 - 05/20/2012"
 - Number of Credits:** Example - "123"
- Online Application Step 2:** Select the information listed below.
 - Area of Interest:** "Classroom Teacher"
 - Subject Area:** "Earth Science"
 - Grade Level:** "Adolescent Grades 7-12"
 - Title:** "Earth Science 7-12"
 - Type of Certificate:** "Initial"
- Program Code:** "25160" (Code links to "Approved Teacher Preparation Program" Pathway)

***If you are Option A and you want to apply for the 5-6 extension, click on "Classroom Teacher Extensions, Earth Science, Grades 5-6, Earth Science 5-6 Extension, Initial Extension Annotation" and enter the same program code.**

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>

SUNY Potsdam Professional Certification Requirements Checklist BA/MST Earth Science 7-12 Option A and B

- Complete a Relevant Master's Degree:** Information can be found at: <http://www.highered.nysed.gov/tcert/certificate/relatedmasters.html>.
- Three Years of Teaching:** Substitute teaching for 540 days is equivalent and more information can be found at: <http://www.highered.nysed.gov/tcert/ctexp.html>.
- Mentoring Program/Form:** Complete a mentoring program during first year of teaching and ensure the superintendent has submitted the form to State Ed. Information can be found at: <http://www.highered.nysed.gov/tcert/faqmentoring.html> and <http://www.highered.nysed.gov/tcert/certificate/mentoredexp.html>.

Maintaining a Valid Professional Certificate

- Professional Development Hours:** Complete 175 hours of professional development training every 5 years. Go to the following website: <http://www.highered.nysed.gov/tcert/resteachers/175.html> for information about documenting hours and who is responsible for documenting.
- Renewing Professional Certificate:** As long as the candidate completes 175 hours of professional development training every 5 years and it's logged accordingly, the certificate will remain valid and the candidate will not have to continue applying for a new certificate.

Common Links:

Forgot Username: <https://ws04.nyenet.state.ny.us/FUIDV3/fuid.xhtml>

Forgot Password: <https://ws04.nyenet.state.ny.us/FPSV3/fps.xhtml>