



SUNY Potsdam Initial Certification BS Art Pre K-12 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 Science"
 - Program:** "26310 Special Subjects: Art"
 - Major:** "Art"
 - 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:** "Visual Arts"
 - Grade Level:** "Pre K-12"
 - Title:** "Visual Arts"
 - Type of Certificate:** "Initial"
- Program Code:** "26310" (Code links to "Approved Teacher Preparation Program" Pathway)

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>