SUNY Potsdam Initial Certification MM Music PreK-12 Checklist

I. Certification Requirements

☐ **Teacher Certification Authorization Form:** If your undergraduate program was not completed at SUNY Potsdam, submit completed form to the Center for School Partnerships and Teacher Certification, 111 Satterlee Hall, Potsdam, NY 13676 or fax to 315-267-3327. The form is accessible at: http://www.potsdam.edu/academics/SOEPS/teachercertification/index.cfm.

☐ **Program:** Successfully complete the approved program and apply to graduate by clicking on this link: http://www.potsdam.edu/offices/registrar/forms.cfm.

II. 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 Music"
    Program: "35352 Music"
    Major: "Music"
    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: "Music"
    Grade Level: "Music Pre K-12"
    Title: "Music Education (Pre K-12)"
    Type of Certificate: "Professional"

☐ **Program Code:** "35352" (Code links to "Approved Teacher Preparation Program" Pathway)

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
MM Music Pre K-12

☐ **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