



SUNY Potsdam Initial Certification MST Childhood 1-6 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"
 - 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.

SUNY Potsdam Professional Certification Requirements Checklist MST Childhood 1-6

- 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>

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>