

SUNY Potsdam MST Programs Application Instructions for Initial Certification Application

- 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:** See chart below
 - Major:** See chart below
 - 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:** See chart below
 - Grade Level:** “Adolescent Grades 7-12”
 - Title:** See chart below
 - Type of Certificate:** “Initial”
- Program Code: See chart below

***When applying for your Professional Certification, repeat step 2 using the same program code and select “Professional” for Type of Certificate.**

<u>Program</u>	<u>Major</u>	<u>Subject Area</u>	<u>Title</u>	<u>Program Code</u>
“25162 Adolescence Education: Biology”	“Biology”	“Biology”	“Biology 7-12”	“25162”
“25163 Adolescence Education: Chemistry”	“Chemistry”	“Chemistry”	“Chemistry 7-12”	“25163”
“25164 Adolescence Education: Earth Science”	“Earth Science”	“Earth Science”	“Earth Science 7-12”	“25164”
“25157 Adolescence Education: English”	“English”	“English”	“English Language Arts 7-12”	“25157”
“25155 Adolescence Education: Mathematics”	“Mathematics”	“Mathematics”	“Mathematics 7-12”	“25155”
“25165 Adolescence Education: Physics”	“Physics”	“Physics”	“Physics 7-12”	“25165”
“25151 Adolescence Education: Social Studies”	“Social Studies”	“Social Studies”	“Social Studies 7-12”	“25151”

SUNY Potsdam Professional Certification Requirements Checklist

- 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>