

SUNY Potsdam

Secondary Education 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:** “Bachelor of Arts”
 - 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 – “127”
- 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

***If you want to apply for the 5-6 extension, click on
“Classroom Teacher Extensions Initial Extension Annotation” and enter the same program code.**

<u>Program</u>	<u>Major</u>	<u>Subject Area</u>	<u>Title</u>	<u>Program Code</u>
“23674 Middle and Secondary English Education”	“English”	“English”	“English Language Arts 7-12”	“23674”
“23671 Middle and Secondary French Education”	“Foreign Language”	“French”	“French 7-12”	“23671”
“23676 Middle and Secondary Mathematics Education”	“Mathematics”	“Mathematics”	“Mathematics 7-12”	“23676”
“23680 Middle and Secondary Social Studies Education”	“Social Studies”	“Social Studies”	“Social Studies 7-12”	“23680”
“23670 Middle and Secondary Spanish Education”	“Spanish”	“Spanish”	“Spanish 7-12”	“23670”

SUNY Potsdam Professional Certification Requirements Checklist

- 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.