



SUNY Potsdam

Initial Certification*

BA Childhood 1-6 and Early Childhood B-2

Please only apply for your initial certification once you have met the requirements

- 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:** “23669 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 – “127”
- 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:** “23669” (Code links to “Approved Teacher Preparation Program” pathway)

***If you want to apply for the Early Childhood Education (Birth – Grade 2) Certificate, repeat Step 2 and replace Childhood selections with Early Childhood selections and enter the same program code.**

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/education/certification>