



# SUNY Potsdam Initial Certification\* BA Secondary Education Programs

**\*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:** 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/Subject Area</u>	<u>Title</u>	<u>Program Code</u>
Middle and Secondary English Education	English	English Language Arts 7-12 English Language Arts 5-9	23674
Middle and Secondary French Education	French	French 7-12 French 5-9	23671
Middle and Secondary Mathematics Education	Mathematics	Mathematics 7-12 Mathematics 5-9	23676
Middle and Secondary Social Studies Education	Social Studies	Social Studies 7-12 Social Studies 5-9	23680
Middle and Secondary Spanish Education	Spanish	Spanish 7-12 Spanish 5-9	23670

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>