SUNY Potsdam
Initial Certification
MM Music PreK-12

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:** "Master of Music"
- **Program:** "35352 Music"
- **Major:** "Music"
- **Date Degree Received:** Example - "05/20/2012"
- **Attended From and to Dates:** Example – "08/25/2008 – 05/20/2012"
- **Number of Credits:** Example – "33"

☐ **Online Application Step 2:** Select the information listed below.
- **Area of Interest:** "Classroom Teacher"
- **Subject Area:** "Music"
- **Grade Level:** "Music Pre K-12"
- **Title:** "Music Education (Pre K-12)"
- **Type of Certificate:** "Professional"

☐ **Program Code:** "35352" (Code links to "Approved Teacher Preparation Program" Pathway)

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