SUNY Potsdam
Initial Certification*
MSE Special Education

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 Science in Education"
  Program: "25154 Special Education"
  Major: "Special Education"
  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: "Students with Disabilities"
  Grade Level: See chart below
  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.

Program	Grade Level	Title	Program Code
Childhood 1-6	Childhood Grades 1-6	Students with Disabilities (Grades 1-6)	25154
Early Childhood, Birth-2	Early Childhood Birth – Grade 2	Students with Disabilities (Birth – Grade 2)	25154
Adolescence (7-12) Generalist	Generalist 7-12	Students with Disabilities (Generalist Grades 7-12)	25154

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