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 for Teachers"
　　　　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 – "49"

☐ **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

*When applying for your Professional Certification, repeat step 2 using the same program code and select "Professional" for Type of Certificate.

Program	Major/ Subject Area	Title	Program Code
Adolescence Education: Biology	Biology	Biology 7-12	25162
Adolescence Education: Chemistry	Chemistry	Chemistry 7-12	25163
Adolescence Education: Earth Science	Earth Science	Earth Science 7-12	25164
Adolescence Education: English	English	English Language Arts 7-12	25157
Adolescence Education: Mathematics	Mathematics	Mathematics 7-12 Mathematics 5-9	25155
Adolescence Education: Physics	Physics	Physics 7-12	25165
Adolescence Education: Social Studies	Social Studies	Social Studies 7-12 Social Studies 5-9	25151

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