Follow the instructions below when applying for your teaching certification.

☐ 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.*

**Common Links:**
- Forgot Username: https://ws04.nyenet.state.ny.us/FUIDV3/fuid.xhtml
- Forgot Password: https://ws04.nyenet.state.ny.us/FPsv3/fps.xhtml

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/teachercertification/index.cfm