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: “33419 Theatre Education (Pre K-12)”
  Major: “Theatre 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: “Theatre Education (Pre K-12)”
  Grade Level: “Grades Pre K-12”
  Title: “Theatre Pre K-12”
  Type of Certificate: “Initial”

☐ Program Code: “33419” (Code links to “Approved Teacher Preparation Program” Pathway)

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