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:** “Master of Science for Teachers Option A and B”
   - **Program:** “25158 Adolescence Education: Biology”
   - **Major:** “Biology”
   - **Date Degree Received:** Example - “05/20/2012”
   - **Attended From and to Dates:** Example – “08/25/2008 – 05/20/2012”
   - **Number of Credits:** Example – “123”

☐ Online Application Step 2: Select the information listed below.
   - **Area of Interest:** “Classroom Teacher”
   - **Subject Area:** “Biology”
   - **Grade Level:** “Adolescent Grades 7-12”
   - **Title:** “Biology 7-12”
   - **Type of Certificate:** “Initial”

☐ **Program Code:** “25158” (Code links to “Approved Teacher Preparation Program” Pathway)

*If you are Option A and you want to apply for the 5-6 extension, click on “Classroom Teacher Extensions, Biology, Grades 5-6, Biology 5-6 Extension, Initial Extension Annotation” and enter the same program code.*

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
Complete a Relevant Master's Degree: Information can be found at: 

Three Years of Teaching: Substitute teaching for 540 days is equivalent and more information can be found at: 

Mentoring Program/Form: Complete a mentoring program during first year of teaching and ensure the superintendent has submitted the form to State Ed. Information can be found at: 
http://www.highered.nysed.gov/tcert/faqmentoring.html and 

Maintaining a Valid Professional Certificate

Professional Development Hours: Complete 175 hours of professional development training every 5 years. Go to the following website: 
http://www.highered.nysed.gov/tcert/resteachers/175.html for information about documenting hours and who is responsible for documenting.

Renewing Professional Certificate: As long as the candidate completes 175 hours of professional development training every 5 years and it's logged accordingly, the certificate will remain valid and the candidate will not have to continue applying for a new certificate.

Common Links: 
Forgot Username: https://ws04.nyenet.state.ny.us/FUIDV3/fuid.xhtml 
Forgot Password: https://ws04.nyenet.state.ny.us/FPSV3/fps.xhtml