Follow the instructions below when applying for your teaching certification.

- Log on to the TEACH System at: [http://www.highered.nysed.gov/tcert/](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:** “25160 Adolescence Education: Earth Science”
- **Major:** “Earth Science”
- **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:** “Earth Science”
- **Grade Level:** “Adolescent Grades 7-12”
- **Title:** “Earth Science 7-12”
- **Type of Certificate:** “Initial”

**Program Code:** “25160” (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, Earth Science, Grades 5-6, Earth Science 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](http://www.potsdam.edu/academics/SOEPS/teachercertification/index.cfm)
Complete a Relevant Master’s Degree: Information can be found at: http://www.highered.nysed.gov/tcert/certificate/relatedmasters.html.

Three Years of Teaching: Substitute teaching for 540 days is equivalent and more information can be found at: http://www.highered.nysed.gov/tcert/ctexp.html.

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 http://www.highered.nysed.gov/tcert/certificate/mentoredexp.html.

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