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:** “25161 Adolescence Education: Physics”
  - **Major:** “Physics”
  - **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:** “Physics”
  - **Grade Level:** “Adolescent Grades 7-12”
  - **Title:** “Physics 7-12”
  - **Type of Certificate:** “Initial”

☐ Program Code: “25161” (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, Physics, Grades 5-6, Physics 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/teacercertification/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.

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.usFPSV3/fps.xhtml