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:** “Bachelor of Music”
- **Program:** “24201 Music Education”
- **Major:** “Music”
- **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:** “Music”
- **Grade Level:** “Pre K-12”
- **Title:** “Music”
- **Type of Certificate:** “Initial”

**Program Code:** “24201” (Code links to “Approved Teacher Preparation Program” Pathway)

**Common Links:**
- Forgot Username: [https://ws04.nyenet.state.ny.us/FUIDV3/fuid.xhtml](https://ws04.nyenet.state.ny.us/FUIDV3/fuid.xhtml)
- Forgot Password: [https://ws04.nyenet.state.ny.us/FPSV3/fps.xhtml](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](http://www.potsdam.edu/academics/SOEPS/teachercertification/index.cfm)