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”
- **Program:** See chart below
- **Major:** See chart below
- **Date Degree Received:** Example - “05/20/2012”
- **Attended From and to Dates:** Example – “08/25/2008 – 05/20/2012”
- **Number of Credits:** Example – “49”

**Online Application Step 2:** Select the information listed below.

- **Area of Interest:** “Classroom Teacher”
- **Subject Area:** See chart below
- **Grade Level:** “Adolescent Grades 7-12”
- **Title:** See chart below
- **Type of Certificate:** “Initial”

**Program Code:** See chart below

*When applying for your Professional Certification, repeat step 2 using the same program code and select “Professional” for Type of Certificate.*

<table>
<thead>
<tr>
<th>Program</th>
<th>Major</th>
<th>Subject Area</th>
<th>Title</th>
<th>Program Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>“25162 Adolescence Education: Biology”</td>
<td>“Biology”</td>
<td>“Biology”</td>
<td>“Biology 7-12”</td>
<td>“25162”</td>
</tr>
<tr>
<td>“25163 Adolescence Education: Chemistry”</td>
<td>“Chemistry”</td>
<td>“Chemistry”</td>
<td>“Chemistry 7-12”</td>
<td>“25163”</td>
</tr>
<tr>
<td>“25157 Adolescence Education: English”</td>
<td>“English”</td>
<td>“English”</td>
<td>“English Language Arts 7-12”</td>
<td>“25157”</td>
</tr>
<tr>
<td>“25155 Adolescence Education: Mathematics”</td>
<td>“Mathematics”</td>
<td>“Mathematics”</td>
<td>“Mathematics 7-12”</td>
<td>“25155”</td>
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<tr>
<td>“25165 Adolescence Education: Physics”</td>
<td>“Physics”</td>
<td>“Physics”</td>
<td>“Physics 7-12”</td>
<td>“25165”</td>
</tr>
<tr>
<td>“25151 Adolescence Education: Social Studies”</td>
<td>“Social Studies”</td>
<td>“Social Studies”</td>
<td>“Social Studies 7-12”</td>
<td>“25151”</td>
</tr>
</tbody>
</table>
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