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**: “Bachelor of Arts”
- **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 – “127”

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

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

<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>“23674 Middle and Secondary English Education”</td>
<td>“English”</td>
<td>“English”</td>
<td>“English Language Arts 7-12”</td>
<td>“23674”</td>
</tr>
<tr>
<td>“23671 Middle and Secondary French Education”</td>
<td>“French”</td>
<td>“French”</td>
<td>“French 7-12”</td>
<td>“23671”</td>
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<tr>
<td>“23676 Middle and Secondary Mathematics Education”</td>
<td>“Mathematics”</td>
<td>“Mathematics”</td>
<td>“Mathematics 7-12”</td>
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<tr>
<td>“23680 Middle and Secondary Social Studies Education”</td>
<td>“Social Studies”</td>
<td>“Social Studies”</td>
<td>“Social Studies 7-12”</td>
<td>“23680”</td>
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<tr>
<td>“23670 Middle and Secondary Spanish Education”</td>
<td>“Spanish”</td>
<td>“Spanish”</td>
<td>“Spanish 7-12”</td>
<td>“23670”</td>
</tr>
</tbody>
</table>
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.