First: Create User Login and Password
In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at www.highered.nysed.gov/tcert and create a TEACH login and password at the New York State Directory Services site. Instructions are provided as you go through this process. Once you have created your login and password this step is completed and you never have to repeat this process (unless you forget your password).

Second: Creating a TEACH Account & Completing the Application
Step 1: Create Applicant Profile
Enter your personal information and preferences (such as opting to be included in the statewide teacher clearinghouse or having most correspondence from us transmitted via email).

Use the following information supplied by your institution to complete the Self-Reported education portion of the online application: (See your Dept. Chair or College Certification Officer)

- Institution Name: SUC Potsdam
- Award Title: Bachelor of Arts
- Program: 23680 Middle and Secondary Social Studies Education
- Major: Social Studies
- Date Degree Received: ___ / ___ / ______  [Date Format: mm/dd/yyyy]
- Number of Credits: ______
- Date Attended From: ___ / ___ / ______
- Date Attended To: ___ / ___ / ______

Step 2: Select Certificate(s)
A. Use the following information to select the appropriate certificate title and type:
   - Select your Area of Interest: Classroom Teacher
   - Select your Subject Area: Social Studies
   - Select the Grade Level: Adolescent Grades 7 - 12
   - Select the Title: Social Studies 7 - 12
   - Select the Type of Certificate: Initial

B. After you have selected your certificate title and type, you will have a list of “Pathways” with associated requirements. You must choose a Pathway to continue with the application process.
   - Choose the radio button, Pathway: Approved Teacher Preparation Program

Continue through the application answering all required questions; sign the affidavit and application; and make your payment. You may pay online using a credit card or print out the payment coupon and mail in a US Postal Money Order.

Need help?

Problems completing your application?
Institution Contact Info:
<Your Institution Info Here>

Problems using TEACH?
New York State Education Dept. Contact Info:
Technical support available to you by telephone Monday – Friday from 8:00 a.m. until 5:00 p.m. at (518) 486-6041. Web: https://portals.nysed.gov/tcert/technical.htm