California University of PA College of Education and Human Services Procedure for Teacher/Administrative/Professional Certification

The PA Department of Education (PDE) recently began an electronic application process for teacher/administrative/ educational certification. In order to apply for your Pennsylvania Teaching/Administrative/Educational Certificate you must create a user account and an electronic application in the Teacher Information Management System (TIMS). Please read this information very carefully in its entirety. Please also note that this is information to clarify the certification process. This process is not affiliated in any way with California University of PA. Use the instructions provided in this document and PDE in the link below.

Part I: Before You Begin:

- 1. Successfully complete a Teacher Education/Administrative/Professional Program (graduate, undergraduate or post-baccalaureate) with a degree-in hand or a transcript that is endorsed by your program advisors.
- 2. Take and pass the PA State required Exam(s) for your specific program. You **MUST** list PA Department of Education and Cal U as a recipient for all Exam scores. PDE will no longer accept copies of the scores from the student or the University.
- 3. Have your final GPA in hand. You can view this on your unofficial transcript that includes your cumulative or final GPA. Do not submit your application before final grades have been posted. View your unofficial transcript by logging into VIP on the Cal U Website or request an official transcript from Academic Records. Graduate Students: If your undergraduate information does not show in TIMS, you must add it so you will need your undergraduate GPA and graduation date too. PLEASE NOTE: Answer "NO" to the preparation program questions for your undergraduate information even if your undergraduate degree was a prep program. The application will assume you are applying for that certification and you do not want that to happen. When you add your graduate information is when you answer "YES" that you completed a teacher education preparation program.
- 4. Know your area(s) of certification for which you are applying. You can choose more than one area of certification. Choose the first area, and complete all of the fields, then add new to add the second one. You cannot add a new certification area and apply for Level II certification at the same time. You must do a Level II certification as a separate application and a separate fee.
- Have the User Guide instructions open and available in another window as you complete the application for each section of the application process at the link below) http://www.education.state.pa.us/portal/server.pt/community/TIMS/20476/page/1039597
- 6. Keep in mind that this application process is for the certification preparation program you just completed. Answer all questions with this preparation program in mind.
- 7. If there is a "save" button on a screen, you must hit save before moving forward or your information will be lost.
- 8. Not EVERY screen shot is included in these instructions, but most are included.

Part II: Create Your User Account

To Register for a Teacher Information Management System (TIMS) User Account: Go to <u>http://www.portal.state.pa.us/portal/server.pt?open=514&objID=506890&mode=2</u>

In the upper left-hand corner under Log In, choose "Register." Complete the registration form.



- \Box For User ID you pick your user ID
- □ For Password you pick your password. Password must be 8-32 characters and have one upper case, one lowercase, one number, and one special character (above numbers on keyboard)
- □ For Log-in Question: You create your own question and answer.
- □ Once all fields are completed click continue/submit.
- \Box On the next screen, click continue, then log out

Log-in Help Tips:

http://www.portal.state.pa.us/portal/server.pt/community/department_information/7203/help/1044073

Frequently Asked Questions:

http://www.portal.state.pa.us/portal/server.pt/community/department_information/7203/frequently_asked_quest ions/510958 Part III: Assign California University of PA as an affiliation. Complete this part 24 hours after you create your user account:

The first time you log in after creating your account, you will see this screen. You must complete all fields. WRITE DOWN and SAVE YOUR PPID NUMBER!

https://www.tims.state.pa.us/Common/wfInte	ermediatePage.aspx - Windows Internet Explorer	
TIMS		
Establish Teacher Information Ma	nagement System (TIMS) Profile	
This one time registration process requires th 1. If you hold a PA certificate, enter the inform 2. If you do not hold a PA certificate, enter yo	e following information to be provided: nation that was provided at the time of issuance of your la ur SSN, bate of Birth, and Current Official Name as it appe	atest PA certificate. ars on legal documents.
* SSN:		
* Date of Birth (MM/DD/YYYY):	11	
• Official First Name:		
* Last Name:		
Middle Initial:		annananat
Co	ppyright © 2011 Commonwealth of Pennsylvania. All rights rese	rved.
00		
		👂 Internet 🛛 🔍 100% 🔻

Log in to TIMS using this route:

- Log in to your TIMS user account at this link following these instructions: http://www.portal.state.pa.us/portal/server.pt/community/TIMS/20476/page/1033139
 - 1. Click Log In (screenshot above) and enter your Username and Password
 - 2. Choose the photo "TEACHERS" in the center of the screen.
 - 3. Choose the blue TIMS logo in center of the screen.
 - 4. Choose "Access TIMS" in the blue navigation bar under "Teacher Information Management System TIMS"
 - 5. Access the TIMS Dashboard by clicking "here" under Log In Status toward the bottom of screen.
 - 6. When you reach the dashboard after logging in, choose Update/View my Profile

Part IV: (Complete this part after <u>final</u> grades are submitted the semester you graduate/finish.)

Create your teacher/administrative/educational certification application. The application process is cumbersome so be patient and read carefully:

- Log in to your TIMS user account at this link following these instructions: <u>http://www.portal.state.pa.us/portal/server.pt/community/TIMS/20476/page/1033139</u>
 - a. Log in by choosing "Log In" on right upper side of screen. Enter your username and password.
 - b. Click the "Teacher" link picture in center of page.
 - c. Click the Blue TIMS logo in lower center of page.
 - d. Click Access TIMS in right side of navigation bar underneath large TIMS word
 - e. Click Access the TIMS application by clicking "<u>here</u>" under Log In Status toward the middle of screen.
 - f. On the Dashboard choose "**Applications**" dropdown in the navigation bar then choose "**New Credential Application**" See below for screenshot.

	Name (Provider	at al Apple at an
Welcome to TIMS !	Update Cre	adential Application
Hesseges	Name or 55	SN Change Application
My New Messages	View All Ap	plications Lincols Name or SSN Change Application
My Inbox	0	
Lux bent messafles	0	
Search Messages Con	npose New Message	
Application(s) In Process		Permit Request(s)
No Application Records Fo	und.	No Permit Request Records Found.
* denotes a required field.		
Privacy Polic	y Security Policy Home	e Employment Opportunities Contact Us FAQ Incide Endox 3 0a boosters and a screen revisition of \$5555788
	Copyright @ 2011 Commonwe	ealth of Pennsylvania. All rights reserved.

g. Select Credential Type using dropdown. Scroll if necessary.

Presented Declaration Management Symplement Application	pennsylvania DEPARTMENT OF EDUCATION		
Center Messages — Applications / Legoff Held.Science Select Credential Type and Subject Area to be requested Image: Complete Science Sc	TIMS	eacher Information Management System	Welcome Donna Gilmoret Applicant
Requested Credential Type: Image: Sector Credential Type: Select Credential Type: Image: Sector Credential Type: Select Credential Type: Image: Sector Credential Type: Administrative (78) Administrative (78) Administrative (78) Administrative (78) Administrative (76) Administrative (76) Administrative (76) Administrative (76) Administrative (76) Administrative (76) Administrative (76) Administrative (76) Charter School Teacher Designation (69) Coldinate Sector (106) CHE Nursing Program Foreign Educated (1002) CHE Nursing Program Foreign Educated (1002) CHE Nursing Program Foreign Educated (1002) CHE Nursing Program Foreign Educated (1002) CHE Nursing Program Foreign Educated (1002) CHE Nursing Program Foreign Educated (1002) CHE Nursing Program Foreign Educated (1002) CHE Nursing Program Foreign Educated (1002) CHE Nursing Program Foreign Educated (1002) CHE Nursing Program Foreign Educated (1002) CHE Nursing Program Foreign Educated (1002) CHE Nursing Program Foreign Educated (1002) CHE Nursing Program Foreign Educated (1002) CHE Nursing Program Foreign Educated (1002) CHE Nursing Program Foreign Educated (1002) CHE Nursing Program Foreign Educated	Hor	Messages Applications Logoff	Help & Support
	Requested Credential Type: Select Credential Type: Select Credential Type: Administrative (76) Administrative (76) Administrative (76) Administrative (76) Administrative (76) Administrative (76) Administrative (76) Bridge Ext (66) Bridge Ext (66) Bridge 16(4) Bridge 16(4) Bridge 16(4) College Permanent (06) COMMISSION (95) COMMISSION (95) COMMISSION (95) CPE Nursing Program-Court of State GED (1 Educational Specialist II (32) Endorsement (58) HOUSSE Designation - Chares Only (68) Instructional I (61) Instructional I (62) Intern (51) Letter of Eigbildy (90) Letter of Eigbildy (90) Le	20) 20) 20) 20) 20) 20) 20) 20)	text Us 1 FAQ In resolution of 1024x768.

- h. Your Requested Credential Type is one of the following. You must choose one of these options:
 - i. Instructional I-61 (any K-12 **TEACHING** certificate)
 - ii. Educational Specialist I-31(School Psychologist or Guidance).
 - iii. Administrative I-75 (Principal)
 - iv. Letter of Eligibility-90 (SLE)
- i. Choose "Click here to select certification subject area to be requested"
- j. Based on your choice in "h." above, your next option will be different for each credential type. See screenshots below.

Instruction I-61 looks like this. Notice the page numbers to view more certification areas. Also, if you are applying for more than one area at this time, i.e. Elementary/Special, hold the Control Key on your keyboard while choosing both areas.

tps://www.tims.state.pa.us/Certification/wfSelectCreden	itialType.aspx - Windows Internet Explorer		
Department of Education			
TIMS			
Select Credential Type and	Subject Area to be requested	Help & Support	
Requested Credential Type" @ Instructional I (61)			
Select Certification Subject Area to be r Select the Certification Subject Area(s) to be included in	(equested in the application from the list below.		
	Certification Subject Area		
Agriculture K-12th (1200)			
Arabic K-12th (4005)			
Art K-12th (1405)			
Biology 7th-12th (8405)			
Bus-Computer-Info Tech K-12th (1603)			
Chemistry 7th-12th (8420)			
Chinese K-12th (4405)			
Citizenship 7th-12th (8825)			
Communications 7th-12th (3200)			
Cooperative Ed. 7th-12th (2361)			
11234567			
	Cancel	Include Selected Certification Subject Area(s) in My /	Application
		Internet	R 100% -

Educational Specialist I-31 looks like this. Choose your certification area. If both Elementary and Secondary School Counselor, hold the Control Key on your keyboard while choosing both areas.

🧟 https://www.tims.state.pa.us/Certification/wfSelectCredentialType.aspx - Windows Internet Explorer	
Pennsylvania Euronautor de reduction	2
TIMS Teacher Information Management System Wetsame Dones Othered	
Home (Messages -) Applications - Logoff tells.Sistery	
Select Credential Type and Subject Area to be requested	
Requested Credential Type* @ Educational Specialist 1(31) @	
Select Certification Subject Area to be requested	
Select the Certification Subject Area(s) to be included in the application from the list below.	
Certification Subject Area	
Dental Hygienist K-12th (1830)	
Elementary School Counselor K-6th (1836)	
Home and School Visitor K-12th (1850)	
Inst Technology Specialist K-12th (1825)	0
School Nurse K-12th (1890)	
School Hydrologius (F. 2011 (1873)	
Secondary Scrool Conselor (1037)	
Cancel Indude Selected Chriffication Subject Area(1) in My App	unition
C Internet	m 100% ·

Administrative I-75 looks like this. You have just one choice.

pennsylvania			
TIMS			wa Gilmanal cent
	ome Messages Applications Logolf		Hele & Support
Select Credential Type and	Subject Area to be requested		0
Requested Credential Type* 😡 Administrative 1 (75)	<u></u>		
Requested Certification Subject Area(ŋ- Q		
Click here to select cert	fication subject area to be requested	_	
Select Certification Subject	t Area to be requested		
Select the Certification Subject Area	(s) to be included in the application nom the isc be	SOW.	
Select the Certification Subject Area	Certification Subject Are	iow.	
Principal K-12th (1115)	Certification Subject Are	10w.	
Principal K-12th (1115)	Certification Subject Are	ow. a	
Principal K-12th (1115)	Corto de included in die appreciation non die not de Certification Subject Are	av. a Include Selected Cer	tification Subject Area(s) in My Ap
Principal K-12th (1115)	(5) to de included in the application num the tax of Certification Subject Are	sow. a Include Selected Cer	tification Subject Area(s) in My Ap
Principal K-12th (1115)	(2) to de included in the application num include in the Concern	an Include Selected Cer	tification Subject Area(6) in My Ap
Principal K-12th (1115)	Certification Subject Are	ava Indude Selected Car	tafcation Subject Area(c) in My Ag
Principal K-12th (1115)	Certification Subject Are	ovi	tafcation Gabject Area(s) in My Ap
Principal K-12th (1115)	Certification Subject Are	oor. a	tofcation Gubject Area(s) in My Ag
Principal K-12th (1115)	Certification Subject Are Certification Subject Are Cancel	ow. ia Include Selected Cet	tification Subject Area(c) in Hy Ag
Principal K-12th (1115)	Certification Subject Are	ow. ia Include Salected Cat	tefcation Subject Area(s) in Hy Ag
Principal K-12th (1115)	Certification Subject Are	ow. ia Include Selected Car	tification Subject Area(s) in My Ag
Principal K-12th (1115)	Certification Subject Are	avi	tifoalign Subject Area(s) in My Ag
Principal K-12th (1115)	Certification Subject Are	ant	tefantion Subject Area(a) in My Ag
Principal K-12th (1115)	Certification Subject Are Certification Subject Are Cancel	ov.	tification Subject Area(s) in Hy Ag
Principal K-12th (1115)	Certification Subject Are Certification Subject Are Cancel	ov.	RECOMON Subject Area(s) in Hy Ac

Superintendent Letter of Eligibility -90. Choose Superintendent K-12th (1150)

pennsylvania		
Department of education		
TIMS Teacher Information Management System web	Apploant	
Home Messages - Applications - Logoff	Held & Tripped	
Select Credential Type and Subject Area to be requested	0	
Requested Credential Type* 🖗 Letter of Eligibility (90) 🤟		
Nequested Certification Subject Area(s)*		
Select Certification Subject Area to be requested Select the Certification Subject Area(s) to be included in the application from the list below.		
Certification Subject Area		
1 U Executive Director K-12th (1160)		E
1 LI Executive Director K-12th (1160) Superintendent K-12th (1150)		ĩ
1 U Executive Director K-12th (1160) Superintendent K-12th (1150)		Ē
1 U Executive Director K-12th (1160) Superintendent K-12th (1150) Cancel Include Sele	ected Certification Subject Area(s) in My App	E
1 U Evenutive Director K-12th (1160) Superintendent K-12th (1150) Cence Include Set	ected Certification Subject Area(s) in My App	E Nestion
1 II Executive Director K-12th (1160) Superintendent K-12th (1150) Cancel Include Selv	ected Certification Subject Area(s) in My App	E Incation
111 Executive Director K-12th (1160) Superintendent K-12th (1150) Cancel Indude Set	ected Certification Subject Area(s) in My App	E Fication
11 Executive Director K-12th (1160) Superintendent K-12th (1150) Cancel Include Sele	sted Certification Subject Area(s) in My App	E E Ilcation
11 Executive Director K-12th (1160) Superintendent K-12th (1150) Cancel Include Sele	octed Certification Subject Area(s) in My App	lication
1 U Exendive Director K-12th (1160) Superintendent K-12th (1150) Cancel Triclude Set	ected Certification Subject Area(s) in My App	E Ication
1 U Exensive Director K-12th (1160) Superintendent K-12th (1150) Cence notice Set	eded Certification Subject Area(s) in My App	E licetion
1 U Exerutive Director K-12th (1160) Superintendent K-12th (1150) Cence Include Set	edad Certification Subject Area(s) in My App	Heation
11 Executive Director K-12th (1160) Superintendent K-12th (1150) Cencel Include Set	eded Certification Subject Area(s) in My App	Reation
11 Erzenzive Director K-12th (1160) Superintendent K-12th (1150) Cence Include Set	eted Certification Subject Area(s) in My App	E E
11 Erzenztive Director K-12th (1160) Superintendent K-12th (1150) Cancer Include Set	sted Certification Subject Area(s) in My App	E Heation

- k. If you make a mistake, Choose "Cancel" and begin again. If you have chosen the correct area(s) choose "Include Selected Certification Subject Area(s) in My Application."
- Answer the preliminary questions (shown below) Note: If your certification area(s) is not correct or you thought you choose two areas and they both don't show here, click "<u>Click</u> <u>here to select certification subject area to be requested</u>" and choose again.



The questions have been updated since these instructions were prepared. They may appear slightly different and some have been eliminated altogether. NEW: **You are required to show an undergraduate degree if you are in a master's program**. Enter the undergraduate degree first. PLEASE NOTE: Answer the degree question "yes" but answer the prep program questions "no" even if it was a prep program. You would already hold that certification. You are not reapplying for that now.

Questions:

Did you complete your Educator Preparation Program for the credential type and certification subject area listed above at a single Pennsylvania Institution? **YES**

Did you complete your Educator Preparation Program for the credential type and certification subject area listed above at more than one institution (either in Pennsylvania, out-of-state, or a combination of in state and out of state? **NO**

Did you complete your Teacher or Administrator Preparation Program more than 7 years ago? NO

m. Click continue

Are you sure you want to proceed with this application? YES

- n. Answer ALL background questions carefully
- o. Complete the Affidavit at the bottom of this page
- p. Click continue

Please review the instructions and the required documentation listed under the help icon ? at the top of the page. An incorrect answer in this section may significantly delay the processing of your application. "Please click OK to continue with this application or Cancel to review the instructions." Click **OK**

q. Step I: Demographic Information:

- \checkmark Make sure all information is correct.
- ✓ Choose your Gender and complete your address.
- ✓ Put in your mailing address if different from Resident Address or click box.
- \checkmark Enter an email address
- ✓ Enter telephone number(s) (not required but strongly recommended)
- ✓ Citizenship status (Non-US students choose Green Card please)
- ✓ If granted a credential, I give my permission to provide demographic information to prospective employers for the purpose of employment. YES, if you want to be visible to potential employers!

r. Click "<u>Next</u>"

NOTE: See the page numbers and summary under Application Status. If you need to move around, use these page numbers. The next button will take you in order, but if you need to go back use these or the back button only!

This is where the application may vary for each certification area. For purposes of these instructions, the certification area is Instruction I-61. So after this point, your questions may look differently if you are one of the other areas. (I'm sorry, but I cannot view more than one application.)

Step 2 Educational Information

There is no education information on file for this applicant. Click the Add New button below to add education.

- s. Click "Add New"
- t. Under Institution Name "Click here to Search" Search "California University of PA"
- u. Choose "Select"
- v. Select Contact Official Name. It will be Kevin A. Koury. The rest of the fields will then complete.
- w. Answer the Educator Preparation Program AND Authorization Questions!

Questions:

Did you receive any Degree/High School Diploma/GED while at this institution? Anyone who graduated and received a degree should answer **YES.** If you were in a Post Baccalaureate or Certification-Only Program answer **NO**.

If **YES to degree** you must know your degree type conferred, i.e. Bachelors, Masters – Date Conferred (month year) and GPA

x. <u>Click here to add Major Subject Area</u> See Screenshot below.

Notice the PAGE NUMBERS to find the alphabetized Graduation Subject Area (red arrow below) or search by Major Subject Area (blue arrow below).

https://www.tims.state.pa.us/Certi	fication/wfNewCredentialApp.aspx - Windows Internet Explorer			
	nnsylvania athere of rouceton Teacher Information Manageme	int System Weitzme Denna	Gilmest	
	IIMS			
	Homo Mesnages - Applications -	Lagoff	Male & Susants	
New Crede	ential Application			
Credential 3 Subject 4	ype (In-State Instructional) wea (Elementary K-Olfi (2010)	Appl	Application ID: 70843. lication Status: Incomplete	2
	Search and Select Major Subject Area		(2) Committee	
Step 211	Search and select the major subject area that most closely you completed. Major Subject Area	y matches the content area of the major program	n that]
Add New R	Major Subject Area	Classification of Instructional Programs (CIP)		
Provide division	Accounting and Computer Science	30,16	Select	
EUERTERO	Accounting and Related Services	52.03	Select	
and the second se	Administration of Special Education	13.0402	Select	
Institution	Aerospace, Aeronautical and Astronautical Engineering	14.02	Select	
252 Change	African Languages, Literatures, and Linguistics	16.02	Select	
Addition 1.1	Agricultural Business and Management	01.01	Select	
California	Agricultural Mechanization	01.02	Select	
Did you rec	Agriculture, Agriculture Operations and Related Sciences, Other	01.99	Select Dive	
Degree Int	Agricultural Production Operations	01.03	Select	
Bachelors	Agricultural Teacher Education	13.1301	Select	
Major Subj-				
		<u>Click here</u>	to add Major Subject Area	κ.
Educator Prep Did you attend Authorization	aration Program I an educator preparation program(a) while at this institution?" Questions"		O Yes O No	
NOTE: This phi If you need a Produceting on 1	es ONLY the Permsylvania Approved Educator Proparation Program ennaylvania Educator Proparation antity to verify your attendano his application, you must answer "yee" to these questions.	n entity that you have entered above the authoritate economistion of a program for the certificate type and	on to view the information. Faultiect area you are	
Lauthorize the Department of all tests score certification re	inted institution to view my certification test scores which are Education. By indicating yes, I understand that I give permissi is held by the Department related to my application. The shuttur ord with the Department of Education instated to this application.	part of my certification file held by the Pennsylvar on to the selected higher education matituition to clon will be able to see all test ocores held in my on.	Na OYes ONe	
			😌 Internet	100%

y. Select major subject area.

Did you attend an educator preparation program while at this institution? YES YES!



z. "Click here to add Educator Preparation Program"

- ✓ Choose drop down box and choose Educator Preparation Program Name OR CHECK THE BOX "Educator Preparation Program not in the list above" if not listed.
- ✓ Choose Program Level: Undergraduate/Graduate.
- ✓ Program Level Type: Traditional.
- ✓ Attendance Start Date: MM/YYYY.
- ✓ End/Anticipated Graduation Date: MM/YYYY DO NOT ADVANCE THE DATE! MUST BE IN THE CURRENT MONTH COMPLETING YOUR PROGRAM.

aa. Answer Remaining Questions:

I authorize the listed institution to view my certification test scores.....related to this application. YES

I authorize the listed institution to view my current application in its entirety.....completed by this institution. **YES**

bb. If you have made any mistakes you can "Edit" or "Trash" your application here using trash can symbol. If you are a dual major (i.e. Elementary/Special or Guidance Elementary/Secondary, **add new** to add the second major and go through the steps "s" through "aa" again.

Welcome Development Contact Information Contact Official Development Official University Pa Use Contact Official Development Institution Name Contact Official Development Institution Address One Email Address Over Contact Official Development Official One Setter Proper Program Over Contact Official Development Institution Name Contact Official Development Institution Address One Email Address	Pennsylvania DEPARTMENT OF EQUCATION TTMC Teacher Information Management System Welcome Donna Gilmorel
Nome Nome Nome Logott Nome Nome Credential Type : In-State Instructional I Subject Area : Elementary K-6th (2810) Application ID : 708432 Step 1 : Demographic Information Image: Nome <	
Credential Type: In-State Instructional 1 Subject Area: Elementary K-6th (2810) Step 1: Demographic Information Institution Name Cardential Type: In-State Instructional 1 Subject Area: Elementary K-6th (2810) Step 1: Demographic Information Institution Name Cardential Type: In-State Country Conferred Major Subject Area Cardential University PA USA Bachelors Of PA Ves Add New Record Contact Official Details Institution Name Orne Phone Email Address Institution Name Phone Citck here to search . Address Line 1 . Address Line 2 . City -Select Did you steed an educator preparation program(s) while at this institution?* Ves © No Authorization Questions* Yes © No Muthorization Questions* Yes © No Try one ed a feorosylvania Educator Preparation program(s) while at this institution?* Ves © No Muthorization Questions* Yes © No Muthorization Questions* Yes © No Muthorization Questions*	Home Messages v Applications v Logott Hele & Support
Step 1: Demographic Information 3 4 5 Summary Institution Name State Country Conferred Onferred Telesconter Conferred Conferre	Credential Type : In-State Instructional I Subject Area : Elementary K-6th (2810)
Institution Name State Counterred Conferred Conferred Conferred (Conferred) Date Hajor Subject Area Educator Prep Program Conferred (Standad) X California University (PA PA USA Bachelors 08/2011 Elementary Ed/Teaching; Yes 04/24/2012 Edit Edit Add New Record Institution Name* Contact Official Details Phone Email Address Institution Name* Phone Email Address Phone Email Address Address Line 1 Address . . . Address Line 2 City select Zip . . . Did you steed an educator preparation program select select	itep 1 : Demographic Information
California University PA USA Bachelors 08/2011 Elementary Editraching; Yes 04/24/2012 Edit Add New Record Institution Name*	Institution Name State Country Degree Date Conferred Major Subject Area Educator Prep Program Vecord Added X
Add New Record Institution Name* Institution Name Institution Name Institution Name Phone Email Address Institution Name Phone Enail Address Phone Institution Name Phone Educator Preparation Program Phone Did you stend an educator preparation program(s) while at this institution?* Ves © No Authorization Questions** Note: This gives DNLY the Pennsylvania Educator Preparation Program entry to wertify your attendance/completion of a program for the certificate type and subject area you are requesting on this application, to view your attendance/completion of a norgam for the certificate stars you are requesting on this application, to view I authorize the listed institution to view your attendance/completion of a norgam for the certificate institution to view	Lalifornia University PA USA Bachelors 08/2011 Liementary Yes 04/24/2012 Edit 👿
Add New Record Institution Name* Contact Official Details Institution Name* Prone Email Address* Prone Institution Address* Prone Email Address Prone Address Line 1 Address Address Line 2 Oty City -Select- Zelactor Propramio Propramio Properation Program Yes © No Address Une 2 Oty attend an educator preparation program(s) while at this institution?* Yes © No Authorization Questions** Yes © No Authorization preparation program (s) while at this institution?* Yes © No Authorization guestions** Yes © No Authorization guestions** Yes © No Authorization guestions* Yes © No Authorization bit application with the sequestions or the sequestions or the septiation to view were these questions or the selected higher education institution to view are requesting on the selected higher education file held by the Pennsylvania educator institution to view all tests scores held in my certification test cores which are part of my certification file held by the Department of Education institution to view my current application. The institution will be able to ease all test scores held in my certification test cores which due theselected higher education institution to view my curren	
Institution Name Institution Name Contact Official Details Institution Name Phone Email Address Phone Email Address Institution Address Click here to search Phone Email Address Institution Address Click here to search Address Line 1 Address Line 2 CitySelect- Zp Did you receive any Degree/High School Diploma/GED while at this institution?* Of yes No Authorization Questions* NOTE: This gives ONLY the Pennsylvania Approved Educator Preparation Program entity that you have entered above the authorization to view the information. If you need a Remarkvania Educator Preparation Program Of you attend a Remarkvania Educator Preparation Program entity that you have entered above the authorization to view the information. If you need a Remarkvania Educator Preparation Program entity that you have entered above the authorization to view the information. If you need a Remarkvania Educator Preparation to the selected higher education in the information. If you need a Remarkvania Educator Preparation to the selected higher education in the view of the selected higher education to view my certification the selected higher education in the other of the selection in the s	add New Record
Institution Name Phone Email Address Institution Address* Click here to search Phone Email Address Address Line 1 Address Line 1 Address Image: Click here to search Image: Click here to search City Select- Zip Zip Click here to search Image: Click here to search City Select- Zip Zip Click here to search Yes No Educator Preparation Program Ves Ves No Authorization Questions* Yes No Notific: This gives ONLy the Pennsylvania Approved Educator Preparation Program entity that you have entered above the authorization to view the information. Yes No Motific: This gives ONLy the Pennsylvania Approved Educator Preparation Program entity that you have entered above the authorization to view the information. Yes No Did you attend an educator preparation program is the second that 1 give permission to the entity of education is publicated rarea you are requesting on the Bapplication, your must answer "yes" to these questions, or the selected higher education institution to view more certification related to this application. Yes © No Department of Education Preparation related to this application. Image: click institution to view more application in the othe to yee as all test scores hield in my ere	nstitution Name Contact Official Details
Institution Address* Click here to search Institution Address* Address Line 1 Address Line 2 Address Line 2 Click City -Select- Zip Did you receive any Degree/High School Diploma/GED while at this institution?* Yes O No Educator Preparation Program O Yes O No Adtress Line 3 Yes O No Motion 2 O Yes O No Motion 3 O Yes O No Motion 4 Did you attend an educator preparation program NOTE: This gives ONLY the Pennsylvania Approved Educator Preparation Program entity that you have entered above the authorization to view the information. If you need a Pennsylvania Educator Preparation entity to vertify your attendance/completion of a program for the certificate type and subject area you are requesting on this application, you must answer Yes' to these guestions: I authorize the listed institution to view my certification test scores which are part of my certification file held by the Pennsylvania I authorize the listed institution to view my current application. The institution will be able to acon institution to view all tests scores held in my certification restrict on the application. The institution on will only be able to record with the Department of Education entistitut	Institution Name Email Address
Address Line 1 Address Line 2 CitySelectZip Did you receive any Degree/High School Diploma/GED while at this institution?*Yes O No Educator Proparation Program Did you attend an educator preparation program(s) while at this institution?*Yes O No Authorization Questions* MOTE: This gives ONLY the Pennsylvania Approved Educator Preparation Program entity that you have entered above the authorization to view the information. If you need a Pennsylvania Educator Preparation Program entity that you have entered above the authorization to view the information. If you need a Pennsylvania Educator Preparation Program entity that you have entered above the authorization to view the information. If you need a Pennsylvania Educator Preparation entity to verify your attendance/completion of a program for the certificate type and subject area you are requesting on this application, you must answer "yes" to these questions. Laghtment of Education to view with certification to be able to see all tests corres held by the Department related to my application. The institution will be able to see all tests corres held in the Department of Education related to this application. Laghtorize the listed institution to view or current application in its entirety. By indicating yes, 1 understand that 1 give permission to the able to see all tests corres held in my certification record with the Department of Education related to this application. Laghtorize the listed institution to view or current application in its entirety. By indicating yes, 1 understand that 1 give permission to the able to see all tests corres held in my certification to view or current application in its entirety. By indicating yes, 1 understand that 1 give permission to the able to see all tests corres held in my certification to view or current application in its entirety. By indicating yes, 1 understand that 1 give permission to the able to even this application will only ho or yes O No able to view this particular application but will	Dick here to search
Address Line 2	Address Line 1
City Select- Zp Did you receive any Degree/High School Diplom/SED while at this institution?* Yes O No Educator Preparation Program O Yes O No Authorization Questions** Yes O No NOTE: This gives DNLY the Pennsylvania Approved Educator Preparation Program entity that you have entered above the authorization to view the information. Yes O No MOTE: This gives DNLY the Pennsylvania Educator Preparation entity to vertify your attendance/completion of a program for the certificate type and subject area you are requesting on this application, you must answer 'yes' To break guestions. Yes O No I authorize the listed institution to view my certification test scores which are part of my certification file held by the Pennsylvania education related to this application. Yes O No I authorize the listed institution to view my certification related to this application. O Yes O No I authorize the listed institution to view my current application in the subject scores held in my O Yes O No I authorize the listed institution to view my current application in its entitrety. By indicating yes, I understand that I give permission to the listed scores held in my O Yes O No I authorize the listed institution to view my current application in its entitrety. By indicating yes, I understand that I give permission to the listed higher education institution to view my current certification application. Yes O No I authorize the listed institution to view my curren	Address Line 2
Did you receive any Degree/High School Diploma/GED while at this institution?" O'Yes O No Educator Preparation Program Did you attend an educator preparation program(s) while at this institution?" Authorization Questions" NOTE: This gives DNLY the Pennsylvania Approved Educator Preparation Program entity that you have entered above the authorization to view the information. If you need a Pennsylvania ducator Preparation entity to verify your attendance/completion of a program for the certificate type and subject area you are requesting on this application, you must answer 'yee'' to these questions. Lauthorize the listed institution to view my certification test scores which are part of my certification file held by the Pennsylvania Department of Education, By indicating yes, 1 understand that 1 give permission to the selected influence scores held by the Department of Education related to this application is not institution to view my current certification related to this application is able to see all tests cores held in the bepartment of Education related to this application in the institution will only be the listed higher education institution to view my current certification application held by the Department. The institution will only be the listed higher education to will must certification application held by the Department. The institution will only be the listed higher education to will must unrent certification application held by the Department. The institution will only be the listed higher education but will not be able to make changes to any areas that are not completed by the institution.	CitySelect- V Zip
Educator Proparation Program O Yes O No Did you attend an educator preparation program(s) while at this institution?" O Yes O No Authorization Questions" Not institution?" NOTE: This gives DNLY the Pennsylvania Approved Educator Preparation Program entity that you have entered above the authorization to view the information. If you need a Pennsylvania Educator Preparation Program entity that you have entered above the authorization to view the information. If you need a Pennsylvania Educator Preparation entity to verify your attend andence/completion of a program for the certificate type and subject area you are requesting on this application, you must answer "yes" to these questions. If you need a Pennsylvania Educator Preparation Program entity that are part of my certification file held by the Pennsylvania Department of Education to the set scores which are part of my certification institution to view were reducation institution to be able to see all tests cores held by the Department of Education related to this application. O Yes O No I authorize the listed institution to view were varied above this application. Institution will be able to see all tests cores held by the Department of Education related to this application. O Yes O No I authorize the listed institution to view were varied above the authorize the prevision to o yes o No O Yes O No I authorize the listed institution to view were varied on in its entity. By inflocing yes, I understand that I give permission to O Yes O No O Yes O No I authorize the listed institution to view were varied schincian apa	Did you receive any Degree/High School Diploma/GED while at this institution?" 🛛 Ves 🛇 No
Dia you attend an educator preparation program(s) while at this institution?" Ves O No Authorization Questions" WOTE: This gives DNLY the Bernsylvianis Approved Educator Preparation Program entity that you have entered above the authorization to view the Information. WOTE: This gives DNLY the Bernsylvianis Educator Preparation Program entity that you have entered above the authorization to view the Information. WOTE: This gives DNLY the Bernsylvianis Educator Preparation Program entity that you have entered above the authorization to view the Information. Provide State S	ducator Preparation Program
MOTE: this gives ONLY the Pennsylvania Approved Educator Preparation Program entity that you have entered above the authorization to view the information. If you need a Pennsylvania Educator Preparation entity to verify your attendance/completion of a program for the certificate type and subject area you are requesting on this application, your must answer Yes' to these questions. I authorize the listed institution to view my certification test scores which are part of my certification file held by the Pennsylvania Department of Education. By indicating yes, I understand that I give permission to the selected higher education institution to view all tests scores held by the Department related to my application. The institution will be able to ease all test scores held in my certification resolution to view my current application in its entirety. By indicating yes, I understand that I give permission to the his sch dingher education institution to view my current application in its entirety. By indicating yes, I understand that I give permission to the his sch dingher education institution to view my current application in its entirety. By indicating yes, I understand that I give permission to the his sch dingher education institution to view my current certification application held by the Department of Millow will only be able to view this particular application to view my current certification application is entirely. By indicating yes, I understand that I give permission to O yes O No the listed higher education institution to view my current certification application held by the Department of the institution will only be able to view this particular application but will not be able to make changes to any areas that are not completed by the institution.	ia you attend an educator preparation program(s) while at this institution?" OYes ONo uthorization Questions."
I authorize the listed institution to view my certification test scores which are part of my certification file held by the Pennsylvania Department of Education is by indicating vest, I understand that I give permission to the selected higher education institution to view and the selected higher education is by indicating vest, I understand that I give permission to the selected higher education institution to view my current application in its entirety. By indicating vest, I understand that I give permission to the issed higher education institution to view my current application in its entirety. By indicating vest, I understand that I give permission to the issed higher education institution to view my current application in its entirety. By indicating vest, I understand that I give permission to the issed higher education institution to view my current certification and by the Department. The institution will only be able to exercise the institution will only be able to exercise the institution of the view my current certification exercises that are not completed by the networks.	IOTE: This gives ONLY the Pennsylvania Approved Educator Preparation Program entity that you have entered above the authorization to view the information. You need a Pennsylvania Educator Preparation entity to vertify your attendance/completion of a program for the certificate type and subject area you are equesting on this application, you must answer "yes" to these questions.
I authorize the listed institution to view my current application in its entirety. By indicating ves, I understand that I give permission to O Yes O No the listed higher education institution to view my current certification application held by the Department. The institution will only be able to view this particular application but will not be able to make changes to any areas that are not completed by the institution.	authorize the listed institution to view my certification test scores which are part of my certification file held by the Pennsylvania ippartment of Education. By indicating yes, I understand that I give pensision to the selected higher education institution to view ill test scores held by the Department related to my application. The institution will be able to see all test scores held in my ertification record with the Department of education related to this application.
	authorize the listed institution to view my current application in its entirety. By indicating ves, 1 understand that 1 give permission to \bigcirc Yes \bigcirc No he listed higher education institution to view my current certification application held by the Department. The institution will only be able to view this particular application but will not be able to make changes to any areas that are not completed by the institution.

Step 3: Certification Information. If you have other (previous) certifications, they should be listed here. If they are not, don't panic. The information will come in at some point.

cc. Click "Next"

<u>Step 4: Work Experience Information.</u> If this is your first (initial) teacher certification click "Next." There is nothing to enter here. Student teaching or substitute work does not count.

If you have work experience as a Full-Time PUBLIC SCHOOL TEACHER not a substitute or long-term substitute, or non-public school teacher. Click "Add New"

Step 5: Application Requirements and Proof Documents

Don't panic by anything you see on this page or anything that states "not received" just yet! This will change as items are provided and matched with other records.

Application Summary:

Review the information carefully. Scroll down to #8 Fees & Payments. The fee will be \$125.00. If any other amount is listed, email <u>Pascarell@calu.edu</u> and let her know. Make sure to include your PPID number so your application can be reviewed by PDE to see why the amount is different.

- ✓ Check the Code of Conduct Questions boxes.
- ✓ Print Application then Proceed to Submit

Payment Processing: Read the Instructions

- ✓ Complete Billing Information Fields
- ✓ Complete Payment Information Fields

If you want to pay by credit card, select "credit card" and complete the information. If you want to mail PDE a money order, choose "money order." If you choose "money order" you must click the box "I agree to submit a money order with coversheet."

dd. Click Process Payment and Submit Application

When you submit, you should be able to print your cover sheet.

- Once the application is successfully submitted print your cover sheet. It will list any "additional documents needed."
- You do not need to send your cover sheet to PDE, unless
 - 1) You are paying with a money order (then you must send cover sheet with money order)
 - 2) You have additional documents to send. Then you must send your cover sheet with the additional documents.

Note: If you must send in your cover sheet DO NOT STAPLE AND DO NOT FOLD.

• Using the View Test Scores Link, verify that your Exam Scores are visible in your TIMS User Account. If you scores are not visible, you must order them through ETS. PDE will not accept copies from you or Cal U.

Common Errors:

Some common errors that cause applications to be rejected by PDE are:

- 1. The correct University was not chosen.
- 2. Your program was completed at **one University** even if you had transfer credits, if you chose more than one University, you will default to an out-of-state application.
- 3. For Teacher Certification only, you did not answer the yes/no questions under Ed Prep Program.
- 4. If you are applying for an advanced program you did NOT complete your program more than 7 years ago.
- 5. You must choose a Certification Subject Area.
- 6. If you currently hold other teaching certificates, you are "adding new."
- 7. Skipping any question or tab in the application process.
- 8. If you were in a graduate program and "graduate" does not come up as a choice, choose undergraduate.

If at any point you need to east your profile use the link below from the dashboar
--

Teacher Information Management System Welcome Donna Glimonel Application Application Home Messages Applications < Logoff Home Messages Applications < Logoff Melcome to TIMS I Indo & Support Messages 0 Indo & Sections My Inbox 0 Name or SSN Change Application My Sent Messages Compose New Message Name or SSN Change Application Application(s) In Process Permit Request(s) No Permit Request Records Found. View All Applications New Credential Application Initiate Permit Request Application View All Applications New Credential Application Initiate Permit Request Application * denotes a required field. Protocy Policy Security Policy Home Employment Opportunities Contact Us FAO Copyright © 2011 Commonwealth of Pennsylvania. All rights reserved. Scores required .	DEPARTMENT OF EDUCATION			
Home Messages Applications Logoff Helo & Support Welcome to TIMS ! Image: Comparison of the section	TIMS	Teacher Information Manage	ement System	Welcome Donna Gilmore! Applicant
Welcome to TIMS I Image: Compose New Messages Image: Compose New Messages Image: Compose New Message Name or SSN Change Application My Sent Messages Compose New Message Permit Request (s) Name or SSN Change Application Application Records Found. No Application Records Found. No Permit Request (s) View All Applications New Credential Application Initiate Permit Request Application View All Applications New Credential Application Initiate Permit Request Application * denotes a required field. Permit Request (s) for Credential (s) No Certificate Records Found.	Ho	me Messages = Applications	• Logoff	Help & Support
Messages 0 My New Messages 0 My Inbox 0 My Sent Messages 0 Search Messages Compose New Message Application Records Found. No Application Records Found. No Applications No Permit Request (s) Initiate Permit Request Application Initiate Permit Request Application View All Applications New Credential Application Credential (s) No Certificate Records Found. * denotes a required field. Permit Request Opportunities Contact Us FAO This site is best viewed with Internet Explorer 7+ and Mozila Firefox 3.0+ browsers and a screen resolution of 1024x768. Copyright © 2011 Commonwealth of Perms/Vania. All rights reserved.	Welcome to TIMS !			0
My New Messages 0 My Inbox 0 My Sent Messages 0 My Sent Messages 0 Search Messages Compose New Message Application Records Found. No Permit Request Records Found. No Applications New Credential Application View All Applications New Credential Application View All Applications New Credential Application Credential(s) No Certificate Records Found. * denotes a required field. No Certificate Records Found. Privacy Policy Security Policy Hone Employment Opportunities Contact Us FAQ This site is best viewed with Internet Explorer 7+ and Mozilla Firefox 3.0+ browsers and a screen resolution of 1024x768. Copyright © 2011 Commonwealth of Pennsylvania. All rights reserved.	Messages		Profile & Settings	
My Inbox 0 My Sent Messages 0 Search Messages Compose New Message Application Records Found. No Application Records Found. No Applications New Credential Application View All Applications New Credential Application View All Applications New Credential Application Credential(s) Initiate Permit Request Application Credential(s) No Certificate Records Found. * denotes a required field. No Certificate Records Found. Privacy Policy Security Policy Home Employment Opportunities Contact Us FAQ This site is best viewed with Internet Explorer 7+ and Mozilla Firefox 3.0+ browsers and a screen resolution of 1024x768. Copyright © 2011 Commonwealth of Permsylvania. All rights reserved.	My New Messages	0	View & Update My Profile	Name or SSN Change Application
My Sent Messages 0 Search Messages Compose New Message Application(s) In Process Permit Request(s) No Application Records Found. No Permit Request Records Found. View All Applications New Credential Application View All Applications New Credential Application Credential(s) Initiate Permit Request Application Credential(s) No Certificate Records Found.	My Inbox	0	Herrin Teolo on the	
Search Messages Compose New Message Application(s) In Process Permit Request(s) No Application Records Found. No Permit Request Records Found. View All Applications New Credential Application View All Applications New Credential Application Initiate Permit Request Application Initiate Permit Request Application Credential(s) No Certificate Records Found. * denotes a required field. No Certificate Records Found. Privacy Policy Security Policy Home Employment Opportunities Contact Us FAQ This site is best viewed with Internet Explorer 7+ and Mazilla Frefox 3.0+ browsers and a screen resolution of 1024x768. Copyright © 2011 Commonwealth of Permsylvania. All rights reserved.	My Sent Messages	0		
Application(s) In Process Permit Request (s) No Application Records Found. No Permit Request Records Found. View All Applications New Credential Application Initiate Permit Request Application Initiate Permit Request Application Credential(s) No Certificate Records Found. * denotes a required field. No Certificate Records Found. Privacy Policy Security Policy Home Employment Opportunities Contact Us FAQ This site is best viewed with Internet Explorer 7+ and Mozilla Frefox 3.0+ browsers and a screen resolution of 1024x768. Copyright © 2011 Commonwealth of Pennsylvenia. All rights reserved.	Search Messages	Compose New Message		
No Application Records Found. No Permit Request Records Found. View All Applications Initiate Permit Request Application Credential (s) Initiate Permit Request Application * denotes a required field. No Certificate Records Found. Privacy Policy Security Policy Home Employment Opportunities Contact Us FAQ This site is best viewed with Internet Explorer 7+ and Mozilla Frefox 3.0+ browsers and a screen resolution of 1024x768. Copyright © 2011 Commonwealth of Pensylvania. All rights reserved.	Application(s) In Process		Permit Request(s)	
View All Applications New Credential Application Initiate Permit Request Application Credential(s) Credential(s) Initiate Permit Request Application * denotes a required field. No Certificate Records Found. Initiate Permit Request Application * denotes a required field. Privacy Policy Security Policy Home Employment Opportunities Contact Us FAQ This site is best viewed with Internet Explorer 7+ and Mazilla Frefox 3.0+ browsers and a screen resolution of 1024x768. Copyright © 2011 Commonwealth of Pennsylvania. All rights reserved.	No Application Reco	rds Found.	No Perm	it Request Records Found.
' denotes a required field. Privacy Policy Security Policy Home Employment Opportunities Contact Us FAQ This site is best viewed with Internet Explorer 7+ and Mazilla Firefox 3.0+ browsers and a screen resolution of 1024x768. Copyright © 2011 Commonwealth of Pennsylvania. All rights reserved.			No Ce	ertificate Records Found.
Privacy Policy Security Policy Home Employment Opportunities Contact Us FAQ This site is best viewed with Internet Explorer 7+ and Mozilla Firefox 3.0+ browsers and a screen resolution of 1024x768. Copyright © 2011 Commonwealth of Pennsylvania. All rights reserved.				
Privacy Policy Security Policy Home Employment Opportunities Contact Us FAQ This site is best viewed with Internet Explorer 7+ and Mozilla Friefox 3.0+ browsers and a screen resolution of 1024x768. Copyright © 2011 Commonwealth of Pennsylvania. All rights reserved.	* denotes a required field.		L	
	* denotes a required field.			
	* denotes a required field. Privac This site is best vie	y Policy Security Policy Home wed with Internet Explorer 7+ and Mo Copyright © 2011 Commonwea	Employment Opportunities C zila firefox 3.0+ browsers and a scr lth of Pennsylvania, All rights reserv	ontact Us FAQ een resolution of 1024x768. ed.
	* denotes a required field. Privac This site is best vie	y Policy Security Policy Home wed with Internet Explorer 7+ and Mo Copyright © 2011 Commonwes	I Employment Opportunities CC zilla Firafox 3.0+ browsers and a scr lith of Pennsylvania. All rights reserv	ontact Us FAQ rean resolution of 1024×768. ed.
	* denotes a required field. Privac This site is best vie	y Policy Security Policy Home wed with Internet Explorer 7+ and Mo Copyright © 2011 Commonwea	Employment Opportunities C zila firefox 3.0+ browsers and a sco zilh of Pennsylvania. All rights reserv	ntact Us FAQ een resolution of 1024x768. ed.
	* denotes a required field. Privac This site is best vie	y Policy Security Policy Home wed with Internet Explorer 7+ and M Copyright © 2011 Commonwea	Employment Opportunities C zila Firefox 3.0+ browners and a so lith of Pennsylvania, All rights reserv	ntact Us FAQ een resolution of 1024x768. ed.
	* denotes a required field. Privac This site is best vie	y Policy Security Policy Home wed with Internet Explorer /+ and Mo Copyright © 2011 Commonwea	I Employment Opportunities C zilis Firefox 3.0+ browners and a co lith of Pennsylvania, All rights reserv	ntact US FAQ reen resolution of 1024x768. ed.
	* denotes a required field. Privac This site is Dest vie	y Policy Security Policy Home wed with Internet Explorer 7+ and Mo Copyright © 2011 Commonwee	Employment Opportunities Cc 2016 firefox 3.3+ browsers and a sc ith of Penneylvania. All rights reserv	nitact US FAQ reen resolution of 1024x768. ed.

Part V: The Dean's Office does the verification of education in TIMS. If you have any questions you can call or email Cindy Pascarell at 724-938-4125 or <u>Pascarell@calu.edu</u> and mail the original to PDE. For Prep Program completion applications, you do not need to send transcripts to PDE.

Very Important:

If you are a graduate student, post baccalaureate student or certification only student who did <u>not</u> student teach this semester, you must submit the attached endorsement form along with the requested items to your department at Cal U for signature. This endorsement will allow the Dean to know that you have met all requirements of your program and clear your application in TIMS.

California University of Pennsylvania College of Education & Human Services Department Endorsement for Pennsylvania Certification

Student Instructions – The candidate will electronically enter the appropriate information where required on this form, print it, and provide it to the program director/department chair for review and signature. **Please provide copies of the documents listed below** with this form:

- Copy of <u>all</u> required Praxis results
- Copy of current teaching certificate (if applicable)

Name		Student ID	:
Mailing Address City/State/Zip	Ema Add	ail ress	
Program:	Date Com	Program	

Check One:	Graduate Degree & Certification
	Post Baccalaureate Certification

Graduate Certification Only

Do Not Write Below This Line:

REQUIREMENTS NEEDED FOR DEPARTMENT ENDORSEMENT FOR PA CERTIFICATION		N/A
Student has completed all required courses of an approved PDE program.		
Student has passed all required major courses with a grade of C or better.		
Student has achieved at least a "Satisfactory" rating on all categories of the		
PDE 430 Statewide Evaluation Form for Student Professional Knowledge		
& Practice.		
To the best of my knowledge and belief, the candidate is known and		
regarded by the preparing institution as a person of good moral character and		
possesses those personal qualities and professional knowledge and skill		
which warrant issuance of the requested certificate.		
Final GPA		
Student has a passing GPA according to current PDE regulations.		
Praxis		
Student has taken and passed all required Praxis Exams according to current		
PDE regulations.		

Completion of Approved Program

I have verified and affirmed that the student listed above has completed all program requirements of an approved PDE program and is eligible to apply for certification.

Approval Signature

Program Director or Dept. Chairperson

Date