Applying for Certification

Once you have completed your coursework and passed your required testing, please follow the instructions below:

1. Complete the Advisor Verification Form and send it to your advisor for review.   Please copy the Certification Officer, Leah Bustraan, on the email. An online fillable Advisor Form can be found on the Immaculata University website https://www.immaculata.edu/academics/departments/education/certification-office/.

2. Complete the Teacher Information Management System (TIMS) application on the PA Department of Education's website. There are detailed instructions starting on page 2 on how to complete the TIMS application.

At that time, Leah Bustraan in the Certification Office, will review the Advisor Verification Form with your advisor, the TIMS application, and confirm that any necessary testing is complete. Once the information has been verified, the TIMS application can be confirmed and submitted to the PA Department of Education.

Important Information regarding Testing-Please make sure test scores are sent to the PA Department of Education and Immaculata University.

For information regarding test information, please contact Leah Bustraan in the Certification Office or visit Immaculata University's website at:
https://www.immaculata.edu/academics/departments/education/certification-office/

Please contact me at lbustraan@immaculata.edu or 484-323-3297 with any additional questions. I'm happy to help.

Thank you,
Leah Bustraan
Director of Student Teaching and Certification Officer, Immaculata University

6/15/2023

Instructional, Administrative, Supervisory, Educational Specialist (Level I Certification) or Endorsement Application Checklist

Teacher Information Management System (TIMS)

<mark>IMPORTANT – PLEASE USE INTERNET EXPLORER OR FIREFOX WHEN COMPLETING THE TIMS APPLICATION</mark>
<mark>See helpful hints at the end of this document.</mark>

<mark>TIMS Instructions from PDE:</mark>
https://www.education.pa.gov/Educators/Certification/Application/UserGuides/TIMSUserGuide/Pages/default.aspx

1. ACCESS TIMS here: <u>Teacher Information Management System (TIMS) (pa.gov)</u>
   ☐ Choose Log into TIMS (if you already have an account) or choose New User.
   ☐ Login assistance can be viewed under Assistance with TIMS (login help can be accessed at 1-888-498-8129)
2. Complete Teacher Information Management System (TIMS) Profile
   ☐ Requires a personal email address (not work or school)
   ☐ Need social security number
   ☐ Full official name as recorded on legal documents/name as it appears on a most recent credential issued by the Pennsylvania Department of Education
   ☐ Date of birth
   ☐ Citizenship documentation will be required if not a US Citizen
3. Select Credential Type and Subject Area to be Requested
   ☐ Credential type for which applying (i.e., Instructional I, Educational Specialist I, Administrative I, Supervisory, Endorsement, etc.):_____
   ☐ Subject area for which applying: (Please see instructions at the end of this document to ensure you are choosing the correct certification code) _____

<mark>Use the table below to answer the two above questions:</mark>

Choosing Your Credential Type:

Educator Preparation Program	Credential Type:	Certification Subject Area(s)
IMPORTANT: (1) If you completed a dual program, please submit one application with both subject area codes. This will save you money in TIMS application fees. (2) When submitting the dual certification TIMS application, please be sure you submit the application for the certification grade band that you completed.		
Instructional I Grades PK-4	Instructional I	Grades PK-4 (2825)
Instructional I Special Education PK-12	Instructional I	Special Education PK-12 (9231)
Instructional I Grades PK-4 Instructional I Special Education PK-12	Instructional I	Grades PK-4 (2825), Special Education PK-12 (9231)
Instructional I Social Studies 7-12	Instructional I	Social Studies 7-12 (8875)

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Educator Preparation Program	Credential Type:	Certification Subject Area(s)
Instructional I Music PK-12	Instructional I	Music PK-12 (7205)
Instructional I Biology 7-12	Instructional I	Biology 7-12 (8405)
Instructional I Chemistry 7-12	Instructional I	Chemistry 7-12 (8420)
Instructional I English 7-12	Instructional I	English 7-12 (3230)
Instructional I Bus-Computer-Info Tech PK-12	Instructional I	Bus-Computer-Info Tech PK-12 (1603)
Instructional I Reading Specialist PK-12	Instructional I	Reading Specialist PK-12 (7650)
Supervisory Supvr Special Education PK-12	Supervisory	Supvr Special Education PK-12 (9215)
Supervisory Supvr Curriculum & Inst PK-12	Supervisory	Supvr Curriculum & Inst PK-12 (2915)
Supervisor Pupil Personnel Serv PK-12	Supervisory	Supvr Pupil Personnel Serv PK-12
Administrative I Principal PK-12	Administrative I	Principal PK-12 (1115)
Letter of Eligibility Superintendent PK-12	Letter of Eligibility	Superintendent PK-12 (1150)
Educational Specialist I Elementary & Secondary School Counselor PK-12	Educational Specialist I	Elementary & Secondary School Counselor PK-12 (1839)
Social, Emotional and Behavioral Wellness of PK-12 Students (1192)	Endorsement	Social, Emotional and Behavioral Wellness of PK-12 Students (1192)
Endorsement Science, Technology, Engineering & Math (STEM) Ed PK-12	Endorsement	Science, Technology, Engineering & Math (STEM) Ed PK-12 (1181)
Endorsement Online Instruction Program PK-12	Endorsement	Online Instruction Program PK-12
Endorsement Mathematics Coach PK-12	Endorsement	Mathematics Coach PK-12
Endorsement Instructional Coach PK-12	Endorsement	Instructional Coach PK-12 (1182)

☐ Is your preparation program:
- Approved by PDE to recommend you for certification in Pennsylvania?
- Going to recommend you for certification?
- If yes to the 2 bullets above, answer
- "NO" to the question "Are you applying to add a new certificate area to an existing Pennsylvania certificate through testing alone?"
- "YES" to the question "Will a PDE approved teacher education or other certification program in Pennsylvania verify that you meet requirements for the certification for which you are applying?"
  - Note: An educator preparation program is a program that prepares an individual to become a certified teacher/educator/administrator. It includes an approved/planned program of study and student teaching or field experience in the content area.
  - Answering "Yes" to this question will allow you to send your electronic application to the *entity in Pennsylvania* approved by PDE to offer the program leading to certification. Please send the TIMS application to Leah Bustraan, Certification Officer at Immaculata University.

4. **Answer all Background Questions**
   ☐ Check off the affidavit at the bottom of the page.
5. **Complete all requested Demographic Information** - do not use your college email address.

6. **Education Information** - extremely important-read all questions carefully.
   - ☐ Select "Add New" and follow the instructions
     - Use the search tool and select the college name-do not type in the information (type the first 5 characters into the search box, then select the school entity when it pre-populates)
     - Select or add contact official name if you know it _____
     - Answer the question "Did you receive any Degree while at this institution?"
   - ☐ The date of your **bachelor's degree conferral is needed**
     - Enter degree information – cannot input a future date for "Date Conferred"
     - If holding additional degrees, enter a new education record and complete information for each degree

Education Information (Step 3) - continued
   - ☐ Major content category of your degree (may be different from prep program)
     - Search for and select the major subject area(s) that most closely matches your program from "Click here to add Major Subject Area"
   - ☐ Answer the question "Did you attend an educator preparation program(s) while at this institution?"
     - Answering "Yes" to this question will send your electronic application to the *entity in Pennsylvania* you have identified who is approved by PDE to offer the program leading to certification in the area for which you have applied
     - In the drop down box, <mark>please choose to send the application to Leah Bustraan, Certification Officer at Immaculata University.</mark>
     - If your degree was earned at one institution and your preparation program is in another institution, select "Add New" institution record and add a new record
   - ☐ Select the approved preparation program institution
     - Program name:_____
     - Program level: was it undergrad, post-baccalaureate, graduate, master's, etc.?
     - Program level: was it a traditional or non-traditional prep program?
   - ☐ If dual program, must select each preparation program before saving
   - ☐ Save

7. **Certification Information (Step 4)**
   - ☐ If you hold a certificate from another state, provide accurate information

8. **Application Requirements, Proof Documents (Step 5) & Fees/Payments**
   - ☐ Collect proof documents meeting primary requirement OR the alternative requirement if necessary
   - ☐ Upload in TIMS or mail to PDE with a cover sheet from the application
   - ☐ Test score(s) must be reported to the Pennsylvania Department of Education directly from the test administrator – ETS, ACTFL, or ES Pearson – in addition, you may also include or upload a photocopy of the test score report with your application
     - The current testing requirements can be found at Testing Requirements and will be displayed on the cover sheet that prints from your TIMS application
     - if you've passed an exam not listed as current, please consult the "Replaced Tests" section in the Certification Staffing Policy Guideline (CSPG) 21
   - ☐ Clearance documents such as background checks, child abuse reports, etc. only need to be submitted if they appear on the "Proof Item Requirements" tab of the TIMS application and/or the cover sheet.

9. Application Summary
- ☐ Review application summary, make sure all information is correct, especially education
- ☐ Check code of conduct boxes at the bottom
- ☐ Print a copy if you would like to do that (not required)
- ☐ Select "Proceed to Submit"

10. Select payment method
- ☐ Money order or credit card (Visa or MasterCard) only, no debit cards accepted
- ☐ Select "Process Payment and Submit Application"

11. Cover Sheet information
- ☐ Print, sign and date the first page of the cover sheet
  - First page is the cover sheet
  - Second page contains instructions
  - <mark>Send only the first page of the cover sheet with the required documentation</mark>
  - Send to PDE at the address at the bottom of the page cover sheet
- ☐ The category "Other" is available as a generic category for items that you feel may be relevant to the application, but are not required

12. You will receive a standard email from PDE stating they have received your application and are awaiting verification from the approved preparation program
- ☐ You do not need to do anything further
- ☐ PDE will send another email when the application is approved
- ☐ The status of your application can be checked from your dashboard
- ☐ Certificate can be printed from your dashboard when status of the application reads "Approved"

<u>Please note</u>:
- For Graduate and Post-Bacc students: You can disregard the message regarding the basic skills tests results that show on the PDE Cover Sheet. You are not required to take them.
- PDE Cover Sheet that is part of the TIMS application: The PDE Cover Sheet is for any items that need to be submitted to PDE directly. If there are any items listed on the PDE Cover Sheet, please provide them to PDE along with the signed PDE Cover Sheet. You can disregard the PDE Cover Sheet if there is nothing listed.
- Please be sure to choose Leah Bustraan in the drop down box when indicating where you completed your Educator Preparation Program. This will ensure the TIMS application comes to me.
- It is best to wait until you pass the praxis before submitting the TIMS application to me.
- Please contact the Certification Officer if you are applying for an intern certification or any of the single subject supervisory certifications not listed above.

Additional Resources for TIMS:

YouTube Link- From PDE:
www.education.pa.gov
https://www.youtube.com/watch?v=NXFnaygVgFo
Step by Step Guide:
https://www.education.pa.gov/Educators/Certification/Application/UserGuides/Pages/TIMSPersonal.aspx