

CERTIFICATION

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Pennsylvania: To apply for certification in Pennsylvania, you will need to complete the online application on the TIMS website: www.PA-TIMS.com. Please note that you must complete the form in its entirety and submit the fee in order for PDE to process your application. We will receive notification at King's electronically that you have submitted your application. If you need assistance with TIMS, please watch the webinar available on www.pdewebinars.org (search for TIMS). The title you are looking for is "How to Apply for Level I Teaching Cert. for PA Graduates". Please note that you are applying for a Level I Instructional Certificate.

Other States: Begin by checking the Department of Education website in the state in which you would like to receive certification. Most often there is an "Out-of-State Prepared" link there. This should take you to the process that you will need to follow to obtain certification in that state. Each state is a little different. If you have specific questions, you will need to contact that Department of Education directly. Often you will need to provide us a form that we will need to complete indicating that you have completed an approved teacher preparation program. If this is necessary, please send the form to Janice's attention.

Maintaining your certificate: Pay careful attention to the documents you receive when you obtain your certification. In most states, there is an expectation of continuing professional education. In Pennsylvania, these are commonly referred to as ACT 48 credits. Educators must earn six credits of collegiate study; or six credits of PDE-approved continuing professional education courses; or 180 hours of continuing professional education programs, activities, or learning experiences; or any combination of the above every five years to maintain active certification. All credits and hours must be related to an educator's certificate type or area of assignment, unless enrolled in an administrative program or approved by the school board.

Converting to Level II (in Pennsylvania): Your Level I instructional certificate that is issued will be valid for six years of service (not calendar years). Once you have been teaching in PA for 3-6 years of satisfactory service and have earned 24 post-baccalaureate credits, you can apply for a Level II certificate. The following conditions must be met:

- Six credits must be associated with your area(s) of certification and/or must be designed to improve professional practice
- You must have three years of satisfactory service on a Level I certificate, verified by the chief school administrator of the employing school entity
- You must have completed a PDE induction program verified by the chief school administrator of your employing entity

Additional information is available on the PDE website:

http://www.portal.state.pa.us/portal/server.pt/community/pa_certification/8635/level_i_to_level_ii/608790