



## APPLYING FOR PA CERTIFICATION

Once you have completed your schooling, it is suggested that you apply for your certifications as soon as possible. From time to time Pennsylvania Department of Education (PDE) may change requirements and at the time you apply for your certification, you have to meet the *current* PDE requirements. Please remember you will need to have your final grades and applicable test scores before submitting the application, but you are able to create your account at any time. There is a fee associated with applying for your certification. This fee is required by PDE not Bloomsburg University.

PDE (Pennsylvania Department of Education) and TIMS (Teacher Information Management System) are the best places to find any answers you may have regarding your Pennsylvania Certification. Here are a few important resources and links:

PDE Site:

<https://www.education.pa.gov/>

New Graduate Certification Resource

<https://www.education.pa.gov/Documents/Teachers-Administrators/Certifications/New%20Grad%20Certification%20Resources%202021.pdf>

The first thing you will need to do is set up a TIMS account through the Pennsylvania Department of Education (PDE) website. You are going to set up a “Personal User” account. This can be done before you have your final grades and test scores. Please remember to keep your Username (ID), Password and PPID in a safe place, as BU will not have access to that information.

Quick video for you to review about the process

<https://www.youtube.com/watch?v=NXFnaygVgFo&feature=youtu.be>

TIMS Site:

<https://www.education.pa.gov/Educators/Certification/Pages/TIMS.aspx>

Please remember that once you submit your application for certification it does take time for it to be approved. BU will do our best to review the applications as quickly as possible.

**REMINDER:** If you are a Special Education PK-8/ECE PK-4 Dual Cert candidate you have the option to add on additional certificates after your initial Instructional 1 certificate area is approved. For ECE (PK-4), you can add on Grades 5-6 through two additional test modules. Special Ed PK-8 can add on Special Ed 7-12 with two additional modules.

For the Special Education PK-12/Early Childhood PK-4 Dual certification and the Early Childhood PK-4/Deaf Hard of Hearing PK-12 Dual Certification – The Fundamental Subjects test are NOT required.

Test codes and scores can be found on PDE's Certification website by downloading the Certification Test and Score Requirements excel document from the website. You may take the tests at any time, just have to wait to apply these areas onto an existing certificate.

<https://www.education.pa.gov/Educators/Certification/PAEducators/Pages/PACerts.aspx>

<https://www.education.pa.gov/Educators/Certification/CertTestingRequirements/Pages/default.aspx>