SECONDARY EXIT CRITERIA
FOR CERTIFICATION

This memo outlines the exit criteria and final steps for the secondary certification process. The candidate will prepare some of these items; the Department Chair will assemble others. Candidates will be provided with all necessary forms and directions at the end of student teaching; **students should not attempt to start this process until notified**. Unless otherwise indicated, all forms completed by the candidate should be turned into the administrative assistant. The certification process is incomplete until students submit their TIMS application.

1. Evidence that student has completed Special Education Competencies Exam.

2. Candidate completion of Swarthmore Application for Secondary Teaching Certificate (see Appendix 1).

3. PDE 430 Forms (midway and final) signed and dated by student teacher and supervisor; submitted to department by supervisor.

4. Student Teaching Competencies (midway and final) signed and dated by student teacher, cooperating teacher, and the supervisor; submitted by supervisor.

5. Completion of required testing (list date of test and score).

   Certification Tests

   PAPA Exams: your registration dates
   (Necessary for students with less than a combined score of 81 on the SAT)
       Reading
       Writing
       Math

   Certification Test: Secondary

   Praxis Exam:
       Subject Area Content Knowledge

   Foreign Language (additional)
       Because Foreign Language is a K-12 certification, students pursuing a
   Foreign Language certification must take the secondary certification tests *and*
       0511   Fundamental Subjects: Content Knowledge

6. Transcript collected and filed by department administrative assistant.

7. Department Chair reviews for required minimum GPA of 3.0 and completion of required coursework.

8. Letter of recommendation (summative evaluation) from a professor in the subject area of certification. This must be from the professor who met with the student and observed the student in the classroom, and with whom the student discussed subject matter content, instructional practices and pedagogical theory. Requested by candidate but sent directly to Ed. Studies Chair.

9. Letter of recommendation (summative evaluation) from another faculty member with whom the student worked with closely; the faculty member cannot be a member of the Educational Studies Department. Requested by candidate but sent directly to Ed. Studies Chair.

10. Letter of recommendation (summative evaluation) from the student teaching supervisor. Requested by candidate but sent directly to Ed. Studies Chair.

11. Letter of recommendation (summative evaluation) from the cooperating teacher(s). Requested by candidate but sent directly to Ed. Studies Chair.

12. Letter from the chair of the department of the area certification (for example, the English Department Chair) confirming that all required disciplinary coursework has been completed successfully and the department supports the application for certification. Requested and collected by Ed. Studies Chair.

13. Letter from the candidate (summative evaluation) to the Teacher Education Committee, reflecting on the student's work as a student teacher, including connections to coursework in the department and required competencies for certification. In addition, students identify specific goals for professional development as they move forward in the profession.

14. Contact Information for After Graduation (see Appendix 2).

15. Completion of TIMS application: (see department guide, Appendix 3)

Appendix 1:

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**SWARTHMORE COLLEGE APPLICATION
FOR SECONDARY TEACHING CERTIFICATE**

</div>

NAME:
DATE OF GRADUATION:
HOME ADDRESS:
DATE OF BIRTH:
CERTIFICATION AREA:
MAJOR/MINOR DEPARTMENTS:
COOPERATING TEACHER:
SUPERVISOR:
SCHOOL:
GRADE LEVEL/SUBJECT:

**PROGRAM OF STUDY IN PREPARATION FOR CERTIFICATION
(PLEASE LIST ALL WORK DONE IN PROFESSIONAL COURSES)**

SUBJECT PREPARATION	PROFESSIONAL PREPARATION
	Ed 14 Introduction to Education
	Ed 21 Educational Psychology
	Ed 23 Adolescence
	Ed 23A Adolescents and Special Education
	Ed 26 Special Education
	Ed 53 Language Minority Education
	(Foreign Language, add Ed 42)
	Ed 92A Curriculum and Methods
	Ed 92B Curriculum and Methods
	Ed 93A Student Teaching
	Ed 93B Student Teaching
	Etc.

Letters of Recommendation in Support of Application:

Please list names of those faculty members whom you have asked to address a letter to the Department of Educational Studies in support of your application for certification. You should include: (1) the faculty member from the department of your subject area who observed your practice teaching, and (2) another faculty member or staff member (e.g. a member of the Dean's office). **Note:** Neither (1) nor (2) can be the person who supervised your student teaching nor should they be a member of the Educational Studies Department. (If professors choose to send the same letter to the Career Services Office, they may, but we must have a signed original letter for our files.)

1.

2.

SIGNED: _____ APPLICANT

_____ DEPARTMENT OF EDUCATIONAL STUDIES

Appendix 2:

Contact Information After Graduation

Where you can be reached **after** you finish student teaching/or graduate.

Name:

Street:

City, State, Zip

Telephone:

Email:

Appendix 3:

TIMS Application Guide

Applying for PA State Teacher Certification (F2017)

A Guide for Swarthmore Teacher Certification Students

Some general guidelines:

Please do not rush through the TIMS online form. It is difficult to make changes.

- The Department will not be able to access your form to certify you unless it is filled out correctly. Educational Studies cannot correct any errors. (See Remedy Ticket System and Call Center below.)
- Make a note of your password. You have five tries and then you will have to go through a reset process.
- Make sure you do not duplicate your record. It is extremely hard to cancel a record especially if you have paid the $100 fee. If you did something wrong, contact PDE.

Additional Resources:

Applicants User's Guide website: www.PA-TIMS.com.

Login or ID Help: 888-498-8129

Educational Studies Office, Swarthmore, rkrauss1, x8344

Eastern University Education Office, 610-341-1383 (Elementary Certification)

There are two ways to obtain assistance from the State: (1) remedy tickets (2) the call center.

Remedy Ticket System

Remedy ticket system provides an effective method to obtain answers to questions. Tickets are processed on a daily basis for a shorter response time. The ticket is created online by:

- Selecting the Help & Support link located in the upper right corner of any www.education.state.pa.us webpage;
- Scroll down and select the Help Desk Support link;
- Complete and submit the help request form. To ensure that your tickets are directed to the correct resource, please carefully select the Category, Type, and Item from the dropdown menus;
- For better service: include the application ID and detailed information;
- Submit only one ticket as multiple tickets slow down the response time.

Call Center Mondays, Wednesdays, and Fridays 8 am - 4pm; Tuesday 12pm - 4pm; Thursday, 8am - 12pm

- Dial (717) 728-3224 or 717-787-3356 to reach the call center;
- Press 3 to select the Teacher Certification option from the announced list;
- Select a sub-option 1 for help with certification questions or sub-option 2 to obtain

TIMS application "how to" assistance.

Wait times are often lengthy. We recommend checking the website and User Guides for your answers and then submitting a Remedy ticket if you still have a question.

Accessing TIMS
1. Go to www.education.state.pa.us

2. "Log In" using TIMS (Certifications Application System) Log In"

3. Once you log in, you will be directed to Establish Teacher Information Management System (TIMS) Profile; fill in your information

4. Once you have entered this information, a window will pop up with your PPID number. **Record and save your PPID number for later use!!**

Start your Teacher Certification Application (to be started after Department of *Educational Studies sends you your final GPA and Education GPA)*
Click "New Credential Application" under "Application(s) in Progress" in the center section of the TIMS page.

Page-by-Page Guide
Note: your responses in this section **cannot be revised later on**. If you fill out any of these sections incorrectly, you will need to contact PDE to cancel your entire application and begin again. Please pay **careful attention** to your responses in this section, and **follow all instructions** completely!

Select Credential Type
- o Your "Requested Credential Type" is "Instructional I"
- o Click on the sentence that appears below the "Requested Certification Subject Area(s)" box and check all that apply
- o Elementary - Choose: Grades PK-4 (2825)
- o For the Requested Certification Subject Area, click on the blue link that says "click here to select certification subject area to be requested," and choose your

area

- o For the questions that appear below, please read carefully:
- o Question 1: "Are you applying to add...?"
- o Select "No"
- o Question 2: 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?
- o Select "Yes"

Step 1: Background Questions
- o Answer all questions honestly and correctly!
- o If you answered "yes" for any of the questions, click on the link for additional instructions. This is critical!

Step 2: Demographic Details
- o Provide information that will still be valid after graduation. In particular, pay attention to the following fields:
    - i. Permanent Address/Mai ling Address:
      Do not use Swarthmore College as your address! After you graduate, if anything needs to be mailed to you, it could be lost if you send it to Swarthmore once you are no longer here.
    - ii. Email Address:
      Your Swarthmore College email address will disappear after graduation, so be sure to put in a permanent email address so that you may contacted if there are any questions regarding your application.

Step 3: Education Details
- o Click "Add New"
- o For the "Institution Name", search and select your home institution (Swarthmore, Bryn Mawr or Haverford)
- o For "Contact Official Details" for Swarthmore College, use the pull down menu to choose K. Ann Renninger. It is optional information; for other institutions, leave blank.
- o Question 1: "Did you receive any Degree while at this institution?"
- o Say "Yes." Enter your undergraduate GPA (provided by Department of Educational Studies}.
- o Click on link: Click here to add Major Subject Area. Search for and enter the subject area that most closely matches your major.
- o Question 2: "Did you complete the PDE-Approved Educator Preparation Program(s} for this subject area(s} at this institution?"

For this question:	For this question:
Select "Yes"	Select "No". Click "Add New"
Click on the link: "Click here to add an Educator Preparation Program"	For institution name, search and select "Eastern University"
Choose the desired credential from the drop down list	Respond "No" to Question 1, "Did you receive a degree while at this university?"
Select Undergraduate for "Program Level" and Traditional for "Program Type"	For question 2: "Did you attend ...?"
	Select "Yes"
	Click on the link: "Click here to add an Educator Preparation Program"

Step 4: Certification Program Provider Survey
- o   Complete each survey item.

Step 5: Certification Details
- o   If your teacher certification is your first PA State credential, click "Next"

Step 6: Proof Item Details
- o   You do not need to respond to anything on this page.

Summary
- o   Review this page
- o   Check off the two boxes under "Code of Conduct"
- o   Print a copy of this page for your records
- o   Click Proceed to Submit.

Submitting SAT or ACT Scores

If you met the Basic Skills Assessment requirement with your SAT or ACT score, you have to submit a score report to the PA Department of Education. Submit an official test score in the vendor-sealed envelope and a TIMS application cover sheet to the Pennsylvania Department of Education, Bureau of School Leadership and Teacher Quality.

Requirements: total composite score of no less than 81 on the Scholastic Achievement Test (SAT) with a minimum of 500 score in each individual test section (Critical Reading, Writing and Mathematics). For the American College Test Plus Writing, a composite score of 51 must include a combined English/Writing score of 8, Reading score of 22, and a minimum Mathematics score of 21.

Payment Processing and Application/Request Submission
- o   Enter your credit card information and submit.

Message after Finishing your Application

You may get the following message, which means that Educational Studies still has to approve your application.

YOUR NAME Reference Application ID: Application for New Credential(s): In-State Instructional I Your Application requires affirmation from IHE you attended and/or the LEA where you worked .Application processing will resume once we receive the required information. Please login to TIMS at http://www.PA-TIMS.com and check the status of your application. Bureau of School Learning and Teacher Quality, Department of Education, 333 Market Street, Harrisburg, PA 17126-0333.

Access/Print your Certificate

You will **not** receive a certificate in the mail. You can check on your application progress online. When you are approved, a "print certificate" will come up for you to print. Remember, it could take 8-12 weeks.

If you apply for certification in other states, they may request your credential number or PPID. There are several numbers on your certificate. The PPID number is the one in the lower left corner on the certificate.