

Request for Recommendation for Pennsylvania Professional Educator Certificate

There are two processes required when applying for a Pennsylvania professional educator certificate. Students must 1) complete the required University of Scranton paperwork and 2) complete the Pennsylvania Department of Education Teacher Information Management System (TIMS) online application process.

The rules for certification have not changed, only the way that you submit your application. It is strongly suggested that candidates review the following documents before entering their application into the Teacher Information Management System (TIMS):

- Review the application booklets currently available with the paper applications to verify the certification requirements and credentials available before starting the application process in TIMS. This information can be found at:
<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=506890&mode=2>
- Review the TIMS User Guides. The applicant user guide can be found at:
http://www.portal.state.pa.us/portal/server.pt/community/tims_-_teacher_information_management_system/20476/page/1040213. For your convenience, the main highlights of that user guide have been condensed in a separate document.

Please complete all information in sections I and II of this form. Please note that verification of program completion must be indicated by a signature from your advisor or the Education Department representative. Undergraduate Panuska College of Professional Studies applicants should turn in all required materials to the Education Department Office. Non-traditional and graduate on-campus students in the College of Graduate and Continuing Education should turn in materials to their mentor. Graduate online students in the College of Graduate and Continuing Education should turn in materials to the Director of Clinical Practices.

I. DEMOGRAPHIC INFORMATION

FULL NAME OF APPLICANT	College: <input type="checkbox"/> PCPS <input type="checkbox"/> CGCE CHECK COLLEGE IN WHICH ENROLLED
R#	EMAIL ADDRESS
PERMANENT ADDRESS	PHONE NUMBER (valid after academic year)
	NAME OF REQUESTED CERTIFICATE
	REQUESTED CERTIFICATE NUMBER (from PDE list)

II. DEGREE INFORMATION

DEGREE CONFERRED: <input type="checkbox"/> BACHELORS <input type="checkbox"/> MASTERS CHECK DEGREE	NAME OF LAST TERM ATTENDED
ATTENDANCE START DATE	OVERALL GPA
	END/GRADUATION DATE

OFFICE USE ONLY BELOW THIS LINE
Certification Officer Use Only

_____ Signature required from an Education Office Staff member who, with their signature above, confirms for PCPS students only, their graduation from the program of studies consistent with the requested certificate as indicated above.

_____ Signature required from the appropriate CGCE Advisor indicating that certification requirements are completely met with all courses and experiences completed. Documentation in the form of an advising sheet or transcript must accompany this form.

Signature of Certification Officer

Date Recommended on TIMS

Certification Officer Checklist

Transcript checked for:

GPA: _____

Degree Awarded: _____

Date of Degree Awarded: _____

Admit Term: _____

Student Teaching/Practicum Course Grades of C or Above: _____

Online Students:

CGCE Representative Verified a Site Visit: _____