

# APPLICATION FOR CERTIFICATION AND GRADUATION Education Division

Complete the following information. Review all of the following with your advisor. When both you and your advisor have signed the form, verifying all information, submit the form to the Division Office, 153 Biddle.

1. Name \_\_\_\_\_
2. Student ID# \_\_\_\_\_
3. Program \_\_\_\_\_  
(List each program for which you are seeking certification)
4. Minor (if applicable) \_\_\_\_\_
5. Advisor \_\_\_\_\_
6. Term you will Graduate \_\_\_\_\_
7. Permanent Address \_\_\_\_\_  
\_\_\_\_\_
8. Permanent Phone \_\_\_\_\_
9. Will you complete your program upon receiving passing grades in student teaching and the student teaching seminar? Yes\_\_\_\_ No\_\_\_\_

If you answered no to #9, describe in the space below the requirements you will need to complete after the student teaching term and when these requirements will be fulfilled?

10. Have you verified that you have or will meet all program requirements indicated on your Degree Progress Report? **Do not submit this application until you can answer yes to this question** and your advisor has reviewed your audit with you.

Yes\_\_\_\_ No\_\_\_\_

11. Will you be submitting your online application to TIMS - Pennsylvania Department of Education which includes your physician's health certificate form with signature and a payment (approx. \$100.00). Print your TIMS Cover Sheet and submit a copy to the Division.

Yes \_\_\_\_ No\_\_\_\_

12. Place a check mark in the appropriate block to indicate how you have completed or will complete each of the certification test requirements (e.g. PAPA, PECT, PRAXIS)

CERTIFICATION TESTS	PASSED PRIOR TO STUDENT TEACHING	TAKING DURING STUDENT TEACHING INDICATE DATE BELOW	WILL TAKE AFTER STUDENT TEACHING INDICATE DATE BELOW
Content Area Test (or Areas)			

13. At the end of this term the Chairperson of the Education Division will prepare a letter for you verifying to prospective employers that you are eligible for PA Teacher certification if you meet all of the following state and division requirements:

- You have completed all program requirements at the end of this term including successfully completing student teaching and earning a qualifying score on your professional portfolio
- You are eligible for graduation at the end of this term
- You have passed *all* required certification tests
- You must submit a copy of your test scores, student teaching time report and this application to the Division office by the last day of student teaching.

If you meet these requirements, a letter will be mailed to you approximately one week following your final day of student teaching. ***Please do not ask for this letter prior to this date.*** This letter may allow you to teach in Pennsylvania, at the discretion of the employer.

Please be advised that the Chair of the Education Division, by state directive, cannot write a letter if you have not passed all required certification tests. You may speak with the Registrar if you would like verification that you are eligible for graduation, but this will not make you eligible for teaching.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_