

# CERTIFICATION

The Pennsylvania Department of Education issues all certificates to teach in Pennsylvania. All information provided on these pages is subject to change, and all users should consult the Pennsylvania Department of Education regularly for updates.

## *Who needs to be certified?*

Classroom teachers, administrative and supervisory personnel, school librarians, and other school professionals (including guidance counselors, school nurses, school psychologists, and school social workers) are required to hold a Pennsylvania certificate.

## *Applying for Certification and Creating a New Credential*

The Pennsylvania Department of Education (PDE) requires all applications for credentials be completed and submitted through the new Teacher Information Management System (TIMS).

Note: You will need to submit the transcripts and any other requested documentation to the Pennsylvania Department of Education with a coversheet that you can print out after you have submitted and paid for your application. The system will prompt you to pay by credit card or money order.

## *Certified in Another State?*

Out-of-state certified applicants must obtain Pennsylvania certification to qualify for employment. If you have an out-of state certification/license, please apply for a PA Certificate through the [Pennsylvania Department of Education](#). You may contact them at (717) 787-3356 to speak with an evaluator. It may take up to two months to receive a formal reply.

## *Level II Certification*

The Level II booklet is for applicants converting Level I to Level II.

Note: Forms may be used for reference purposes only. All applications for certification must be submitted online through the Teacher Information Management System (TIMS).

The fee for Level II applications is \$125.

*For Teachers, Counselors, Librarians, School Nurses and School Psychologists*

Teachers, counselors, librarians, school nurses and school psychologists who have worked after the issuance of a Level I certificate for a minimum of three (3) to a maximum of six (6) years in a public school, have completed 24 post baccalaureate credits, and New Teacher Induction, must convert their certificate to Level II status.

**\*Important Instructions:**

Upon receipt you must submit a copy of your new certificate either in person, by mail or fax so that the district can update your personnel file.

Time served on an emergency permit leading towards certification does not count towards Level II.

This procedure cannot be used for applying for [Act 48](#) credits. YOU MUST OBTAIN A SEPARATE TRANSCRIPT AND COMPLETE THE REQUIRED PDE FORM.

*For Assistant Principals, Principals and Supervisors*

Assistant principals, principals and supervisors who have worked for five (5) years in a public school, including acting time, after the issuance of an Administrative I certificate must convert their certificate to Level II status.

**\*Important instructions:**

Upon receipt you must submit a copy of your new certificate either in person, by mail or fax so that we can update your personnel file.

Time served on an emergency permit leading towards certification does not count towards Level II.

For More Information go to the district's website – *Office of Talent Support Services*

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