

Lebanon Valley College

Teacher Certification Application Instructions

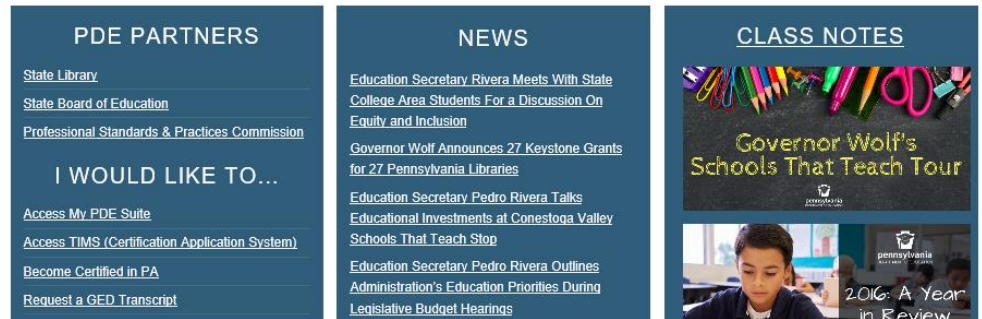
To obtain teacher certification, candidates must complete an **online application for certification** on PDE's web site using the TIMS application. **Paper certification forms are no longer accepted by PDE.**

Candidates may begin to complete the online application before graduation, but should only **submit it after all degree and certification requirements have been met**, as degree and final GPA information need to be provided. Additional documentation is also required and will need to be mailed in separately, as described below.

1. Go to the [Pennsylvania Department of Education web site](#). To **register** with PDE, select **Access TIMS** under the "I would like to..." menu, and then choose **Register** on the next page.



2. You will receive an email notification from PDE when your account is ready to be used. Once you receive the email, return to the PDE home page, select **Access TIMS** link again, and sign in using your new login information.



3. The first step asks you to establish your **TIMS profile**. You must include your social security number, as this is a government agency.

Select **Continue** to proceed to your individualized TIMS home screen.

4. Once on the TIMS home screen, click on **New Credential Application** to begin the certification application process. We recommend that you begin entering information prior to completion of degree and certification requirements; however, candidates should not submit their application until they have completed all requirements and have entered their final GPA.
5. Candidates will be prompted to **establish a teacher profile.** Select **Instruction I (61)** as the requested credential type and choose the applicable **certification subject area(s)**—see appendix A for list of LVC’s certification content areas and codes. Then answer additional questions appropriately regarding credential Add-On, and veteran status.
6. Candidates will then be asked a series of “Yes/No” **background questions.**
7. Continue through the process and provide **demographic information,** as requested.



8. **Educational information:** enter Lebanon Valley College and, if applicable, any other institution at which you completed a bachelor’s degree. Contact official details should be skipped.

You will also need to enter applicable **certification and major information**—see Appendix A for a list of LVC’s certification subjects/codes and Appendix B for a list of LVC majors/codes.

Before submitting the application **AFTER** graduation, the requested **GPA should be updated to reflect the final GPA** (narrowed to 2 decimals) after all requirements have been met and all grades are entered.

New Credential Application

Credential Type : In-State Instructional I
 Subject Area : Elementary K-6th (2810) , Special Education K-12th (9925)

Step 2 : Education Information

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Institution Name	State	Country	Degree Conferred	Date Conferred	Major Subject Area	Educator Pr Atten
Lebanon Valley College	PA	USA				Ye

Edit Record

Institution Name* Lebanon Valley College Contact Official Details
--Select Contact Official Name--

[Click here to search](#) Phone Email Address

Institution Address*
 101 N College Avenue
 Address Line 2
 Annville Pennsylvania 17003

Did you receive any Degree/High School Diploma/GED while at this institution?*

Degree Information

Degree/High School Diploma/GED Conferred* Bachelors Date Conferred(MM/YYYY)* 05/2012 Grade Point Average (GPA)*

Major Subject Area(s)

Major Subject Area	CIP Code
Elementary Ed/Teaching	13.1202

Educator Preparation Program

Did you attend an educator preparation program(s) while at this institution?*

Educator Prep Program Name	Program Level	Program Level Type	Attendance Start Date	End
Instructional I Elementary K-6th	Undergraduate	Traditional	08/2008	
Instructional I Special Education N-12th	Undergraduate	Traditional	08/2008	

9. Education Information (continued) - In a question regarding **Educator Preparation Program**:

- “Did you attend an educator preparation program(s) while at this institution?” Please select “**YES.**”
- Then choose “**Add New**” to enter a new program (one for each certification area)
 - i. Program Level: Undergraduate
 - ii. Program Level Type: Traditional
 - iii. Attendance Start Date: MM/YYYY you began your education at LVC
 - iv. Attendance End Date: MM/YYYY of Anticipated Graduation date
 - v. Program GPA: Major GPA as found on student degree audit (cannot be changed later)

10. You will need to complete the **Educator Preparatory Provider survey**.

11. Certification Details: section should be skipped (all students are “In-State Certifiers” for their initial application)

12. Application Requirements and Proof Documents: This page will confirm which documentation PDE requires as part of the evaluation of your request for teacher certification; missing documentation will be listed at the bottom of the page. Required documents normally include:

- **PAPA/Praxis Tests**—with minimum passing scores (test scores are submitted automatically to PDE).
 - Students opting to use their SAT/ACT scores must request an official score report through CollegeBoard. Students should then submit that official score report to PDE in combination with the cover sheet, which results upon completed electronic submission of the TIMS application.
- **Application fee (\$200)** – This can be paid by credit card upon submission of the application, or via money order remitted in combination with the resulting cover sheet.

Additional documents (not previously uploaded) may be sent by mail to PDE along with the **cover sheet**, which will be available to print after submitting the application for teacher certification.

13. If you began the application prior to graduation: After all degree and certification requirements have been completed, return to the Education Information screen (step 7 above) and **enter your degree and final GPA information**. Once this and all other steps have been completed, you may submit the form and get access to the cover sheet to submit required documents.

14. Once your application is submitted, the Registrar’s Office will review your application and, upon verification that all requirements have been met, will submit a recommendation for certification to PDE. (Institutional verification requires approximately 2-3 weeks for processing).

15. You may return to TIMS at any time to **track the progress of your application**. (PDE requires 6-8 weeks for processing, following the educational verification.)

More Information/Support

For more detailed instruction on the entire application process, please see the [TIMS user guide](#) on the PDE web page. If you have any questions about the TIMS application, or if you encounter any unusual problems, please submit a [Help Desk Support Request to PDE](#).

Appendix A: Approved LVC Certification Subjects

Use the following table to select the appropriate certification subjects on the **Establish Teacher Profile** and **Educational Information** screens (step 5 and 7, above):

Certification Subject	Subject Code
Art K-12	1405
Biology 7-12	8405
Chemistry 7-12	8420
Citizenship Ed. 7-12	8825
Grade PreK-4	2825
English 7-12	3230
French K-12	4410
German K-12	4420
Mathematics 7-12	6800
Music K-12	7205
Physics 7-12	8470
Social Studies 7-12	8875
Spanish K-12	4490
Special Education PreK-8	9226

Appendix B: LVC Majors and CIP Codes

Use the following table to select the appropriate major on the **Education Information** screen (step 7, above):

Major	CIP Code
Accounting	52.0301
Actuarial Science	52.1304
Analytical Finance	52.0801
Applied History	54.0199
Art and Visual Culture	50.0701
Audio and Music Production	50.0913
Biochemistry and Molecular Biology	26.0210
Biology	26.0101
Business Administration	52.0201
Chemistry	40.0501
Computer and Data Science	11.0101
Criminal Justice	45.0401
Digital Communications	09.0702
Early Childhood Education	13.1210
Economics	45.0601
English	23.0101
Exercise Science	31.0505
French	16.0901
German	16.0501
Global Studies	30.2001
Health Care Management	51.0701
History	54.0101
International Business	52.1101
Mathematics	27.0101
Medical Technology	51.1005
Music	50.0903
Music Business	50.1003
Music Education	13.1312
Neuroscience	26.1501
Philosophy	38.0101
Physics	40.0801
Politics	45.1001
Psychology	42.0101
Religion	38.0201
Sociology	45.1101
Spanish	16.0905
Education/Teaching of Individuals in Elementary Special Education Program	13.1017