

## FAQ's - Applying for Certification in Pennsylvania

*NOTE: You CANNOT submit your application until the Registrar has computed and released your final GPA for your program. Grades are due immediately before graduation, so this means that you cannot hit the "submit" button until after graduation. This is not a Lehigh requirement. PDE requires the final GPA in order to process your application for certification.*

Q: Does Lehigh give me a certification when I have finished my program?

A: Lehigh does not grant certifications. The Pennsylvania Department of Education issues all professional certifications in the state. Lehigh verifies that you have completed an educator-preparation program.

Q: When can I apply for certification?

A: You may begin working on the TIMS application during the month you are completing your program. For example, if you are completing your internship/practicum/student teaching experience in May, you can begin working on the application in May.

Q: What do I need to begin working in TIMS?

A: Everyone needs a copy of his/her undergraduate transcript(s). Administrative applicants are required to add job history, so a resume or other listing of your experience will be helpful.

Q: What if I have a job interview or if I am applying to a school and they require a copy of my certification?

A: Most online applications will ask for a certification date or anticipated date. You may wish to call the school district's Human Resources department to determine what documents it needs to review your application. Explain that you are completing a program at Lehigh and can provide a copy of your transcript or other documentation showing that you are in the program. Once you provide your program with the district's request, the program will determine what it needs to complete what it can, based on the school district's needs. Please allow for time to complete such a request. If you are hired by a district, your hiring likely will be dependent upon final certification from PDE.

Q: What is the process once I have finished my TIMS application?

A: The Office of Professional Certification reviews the TIMS Dashboard once a week. We will work directly with your program (TLT/SpEd, Ed Leadership, School Psychology or Counseling Psychology). As we see your application appear on the

dashboard, we ask the coordinator of the program to begin the process of getting your final paperwork signed.

The coordinator of the program pulls your file, prints a copy of your coursework and forwards it to your advisor or the program director (or both) for review and approval. Please know that this could take a week or more, depending on the schedules of the faculty.

The form then comes to the OPC for review. The OPC reviews and approves the TIMS application (as the IHE). We will then send a message to you and the program stating that the review is complete and that it is now on PDE's dashboard. PDE's approval can take between one and 12 weeks. The TIMS webpage will indicate the current processing time.