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| **Certification Procedure for Currently Certified Alumni**  **Seeking the preK-12 Certificate** |

These directions are also posted on the Counseling Department website at: <http://www.iup.edu/counseling/students/>. Please check this site for the latest certification processing information.

In order to obtain the new school counseling *preK-12 certificate*, please complete the following steps:

1. TIMS account (Teacher Information Management System) If you do not have a TIMS account, you must go online and create one. See the directions on the department website.

* 1. Print a copy of your current Educational Specialist Certificate.
  2. Apply for an Educational Specialist I Elementary and Secondary School Counseling preK-12 (1839) Certificate.

1. Professional School Counselor Praxis
   1. If you have already taken the Speciality Praxis, submit a copy of your score.
   2. If you have not taken the Professional School Counselor Praxis test, you must take and submit your scores. This test is electronic, with paper testing available only as an accommodation with test dates, times, locations, and registration information available at <http://www.ets.org/praxis/pa/requirements> - Professional School Counselor CDT Code 5421 / PDT Code 0421.
2. Complete the top portion of the department **Certificate Endorsement Form**. This is available on the Department website.
3. Submit the completed Certificate Endorsement Form, your current Educational Specialist certificate, copies of your Praxis scores showing that you passed, the TIMS cover sheet (with signature) and your IUP Marketplace (<http://www.iup.edu/marketplace/>) payment receipt to:

**Counseling Department**

**Attn: Certification Processing**

**206 Stouffer Hall**

**1175 Maple Street**

**Indiana PA 15705-1058**

5. Your new certificate **WILL NOT** arrive in the mail. You will be able to check TIMS periodically and print copies of your certificate anytime you need a copy from TIMS once the application is approved.

If you have any questions concerning this process, please contact: the Counseling Department, 724-357-2306 or Judy Geesey, 724-357-2485, [jgeesey@iup.edu](mailto:jgeesey@iup.edu).

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\*This information is updated as the department is informed by changes from PDE.