

Certification Procedure for Currently Certified Alumni Seeking the PreK-12 Certificate

These directions are also posted on the COHD 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:

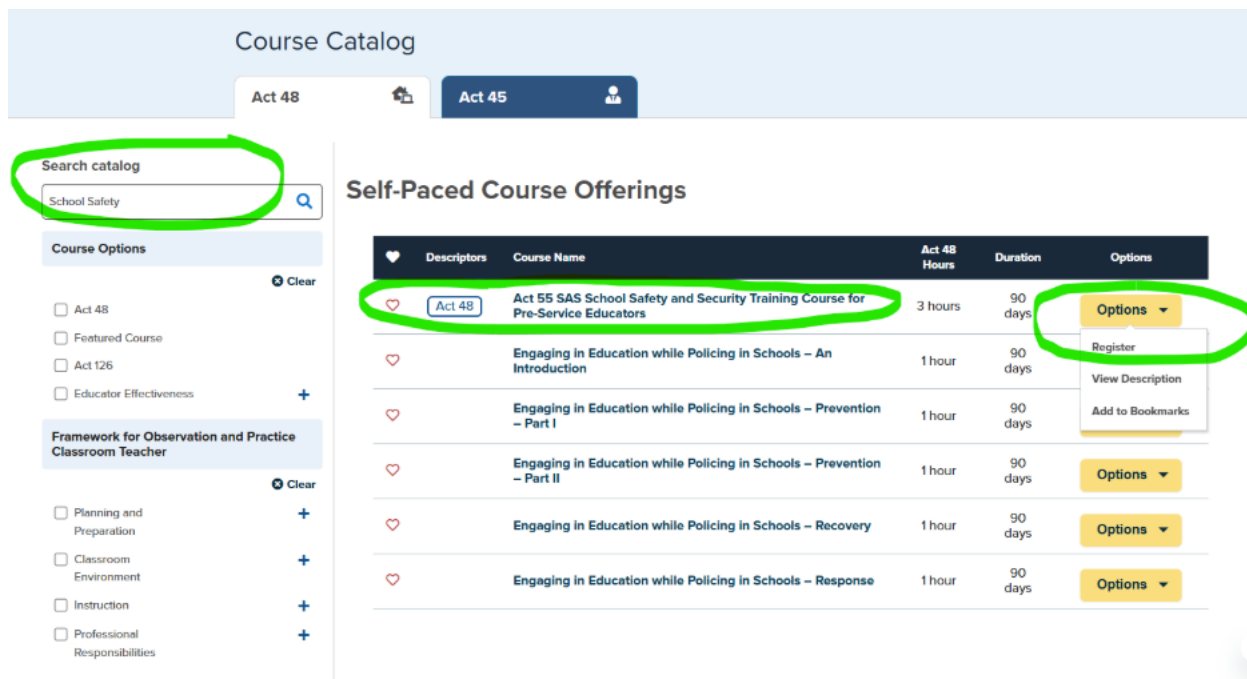
1. TIMS account (Teacher Information Management System) If you do not have a TIMS account, you must go online and create one. See the directions on the department website.
 - a. Print a copy of your current Educational Specialist Certificate.
 - b. Apply for an Educational Specialist I Elementary and Secondary School Counseling preK-12 (1839) Certificate.
2. Professional School Counselor Praxis
 - a. If you have already taken the Specialty Praxis, submit a copy of your score.
 - b. 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> - Praxis 5422- School Counselor Test
3. Complete the New Act 55 School Safety and Security Course for Pre-Service Educators on the SAS Portal following the steps below:
 - a. **Step 1:** Register or create a SAS account in the upper right corner of the SAS website, SAS - Pennsylvania Department of Education Standards Aligned System - SAS.
 - b. **Step 2:** Once this is completed, click on “PD Center” (see below).



- c. **Step 3:** Once in the PD Center, scroll down to “Featured Courses” and click on the “View catalog” button (see below).



- d. **Step 4:** At the top of the left-hand column, type “School Safety” in the “Search catalog” bar. The course will appear in the “Self-Paced Course Offerings” area as the first choice, Act 55 School Safety and Security Course for Pre-Service Educators. Click on the “Options” button to the right of the course and “Register” will appear in the drop-down menu. Choose Register.



- e. **Step 5:** The registration information should be filled in on the next screen. Click “Register.” Students who are not yet certified will not be able to receive Act 48 credit for completion and will need to contact the SAS Help Desk for a completion letter at 1-877-973-3727 or email helpdesk@pdesas.org for assistance.

- Complete the top portion of the department **Certificate Endorsement Form**. This is available on the Department website.
- Submit the completed Certificate Endorsement Form, your current Educational Specialist certificate, PDE Safety Training certifications of completion, 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 jmkerr@iup.edu.
- 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 Dept of Counseling and Human Development at: 724-357-2306.