

Counselor Certification Procedure

See **School Counselor Certification Information** located at www.iup.edu/counseling/students/

In order to receive your school counseling certification, please complete the following steps:

1. Take the Praxis II-School Counselor exam

This test is electronic, with paper testing available only as an accommodation with test dates, times, locations, and registration information available at <https://www.ets.org/praxis/pa> - Professional School Counselor CDT Code 5422.

2. Create your TIMS account (Teacher Information Management System)

[SEE TIMS INSTRUCTIONS FORM](#)

Note: Your initial TIMS account can be created at any time, but you will have to return to the TIMS system and add your graduation date. Therefore, you must keep documentation of your TIMS login and password.

3. Complete the New Act 55 School Safety and Security Course for Pre-Service Educators on the SAS Portal following the steps below:

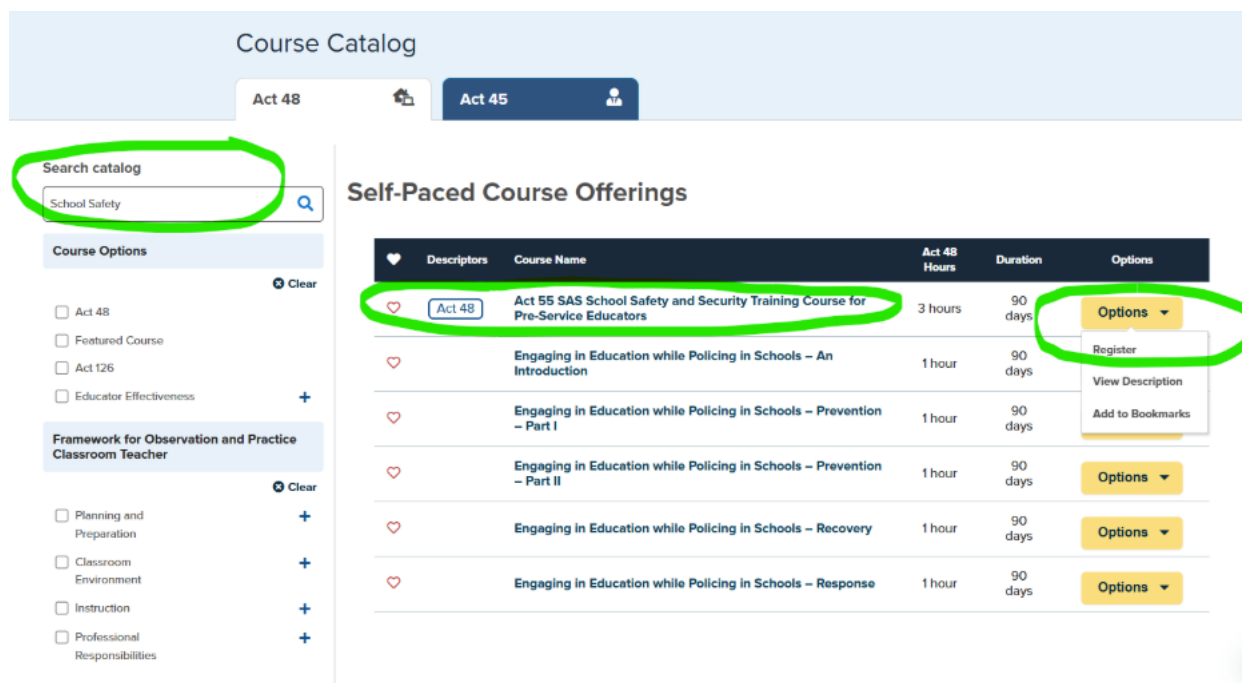
- **Step 1:** Register or create a SAS account in the upper right corner of the SAS website, [SAS - Pennsylvania Department of Education Standards Aligned System - SAS.](#)
- **Step 2:** Once this is completed, click on “PD Center” (see below).



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



- **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.



- **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.

4. Complete the top portion of the department [CERTIFICATE ENDORSEMENT FORM](#).

5. Submit the completed Certificate Endorsement Form, copy of your Praxis II-School Counselor score showing that you PASSED, proof of PDE ACT 55 Safety Training course completion, the TIMS cover sheet (with signature), and your \$60 IUP Marketplace (<http://www.iup.edu/marketplace/>) Teacher Certification payment receipt to jmkerr@iup.edu.

* Your certification application cannot be processed in the department until final grades have been posted AND you have been officially awarded your degree by the University. Once we have processed it in the department, it is forwarded to the Teacher Education Office for final IUP processing. If you have any questions concerning this process, please contact: Lynette Colton, 724-357-4830, lcolton@iup.edu.

6. Your 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.*