Counselor Certification Procedure

**See *School Counselor Certification Information* located at** [***www.iup.edu/counseling/students/***](http://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.iup.edu/counseling/students/) [https://www.ets.org/praxis/pa](http://www.ets.org/praxis/pa) - Professional School Counselor CDT Code 5422.

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

[**SEE TIMS INSTRUCTIONS FORM**](http://www.iup.edu/counseling/students)

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.

1. Complete the PDE Safety Training at: <https://pak12ssstp.org/training/>. You will need to **complete the first five modules** listed under the first section “School Employee Safety and Security Training” to meet the requirement. These include: *Situational Awareness, Trauma-Informed Approaches, Behavioral Health Awareness, Suicide and Bullying Awareness,* and *Substance Use Awareness.* Please be sure to retain proof of completion for your records and for your certification endorsement application. If you are not currently employed within a school district, please enter your information as:
* Name
* Other: School Counseling Candidate
* ARIN Intermediate Unit
* Other: IUP
* *\*\*You may also enter your PPID number if you have one.*
1. Complete the top portion of the department [**CERTIFICATE ENDORSEMENT FORM**.](http://www.iup.edu/counseling/students)
2. **Submit the completed Certificate Endorsement Form, copy of your Praxis II-School Counselor score showing that you PASSED, PDE Safety Training certificates of completion, the TIMS cover sheet (with signature), and your $60 IUP Marketplace (http://www.iup.edu/marketplace/) Teacher Certification payment receipt to:**

**Counseling Department\* Attn: Certification Processing 206 Stouffer Hall**

**1175 Maple Street**

**Indiana PA 15705-1058**

**OR 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.

1. 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.\*

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\*This information is updated as the department is informed by changes from PDE. 7/20/25, 9/16/25