# University of Pittsburgh

# PDE Certification Checklist

Home and School Visitor K-12,

**Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Permanent email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Permanent phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## J0222020Student submits electronic application at TIMS/PDE

* Creates login (http://www.pde.state.pa.us/portal/server.pt/community/pennsylvania\_department\_of\_education/7237)
* Begins TIMS application (PA-TIMS.com)
* Create login and password
* Select TIMS
* Create New Credential Application
  + Select Educational Specialist I (31);
  + Select Home and School Visitor k-12th (1850) as the certification subject area
* Complete background information on page 1
* Complete demographic Information on Page 2
* On Page 3 Education Details select **Add New Record**
  + Put in Undergraduate degree, do not mark that this is your Ed Prep Program
  + Put in a second **New Record**, this will be your Masters at Pitt
  + For the institution name you **MUST** select University of Pittsburgh/Main from a drop down menu
  + Pitt is your Educator Preparation Program
* Page 4: If you already have certifications they can be listed here
* Pays Fee Online/or mails money order
* Print Cover page
* Submit this checklist and copy of cover page to Deborah Robinson

## J0222020School Representative – Deborah Robinson

* Receives printout of electronic application from Student
* Prints academic record
* GPA =\_\_\_\_\_
* Satisfactory completion of program
* Social Work License
* Sends check sheet, academic record and application cover page to Donna Rudman
* Comments

J0222020 **Associate Dean Checks – Jere Gallagher**

* Completion of program
* Proof PAPA tests with passing grade
* Comments

**School of Social Work Signature**

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**Deborah Robinson**

**Date Approved \_\_\_\_\_\_\_\_\_\_\_**