

University of Pittsburgh
PDE Certification Checklist

Home and School Visitor K-12,

Student Name: _____

Permanent email: _____

Permanent phone# _____



Student 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
 - o Select Educational Specialist I (31);
 - o 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**
 - o Put in Undergraduate degree, do not mark that this is your Ed Prep Program
 - o Put in a second **New Record**, this will be your Masters at Pitt
 - o For the institution name you **MUST** select University of Pittsburgh/Main from a drop down menu
 - o 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



School 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



Director of Teacher and Professional Education - Michelle J. Sobolak

- Completion of program
- Comments

School of Social Work Signature

Deborah Robinson

Date Approved _____