

After the Internship

So I'm Concluding My Internship... What's Next?

1. Apply for Graduation

Application Due Dates:

- September 15 for December Graduation
- February 5 for May Graduation
- July 15 for August Graduation



(See the [YCP Records Office webpage](#) for application and instructions.)

2. Take Your Certification Test (Ed. Leadership and Reading Spec. ONLY)

Visit <https://www.ets.org/praxis/register/> to Register and Choose a Test Date/Location. You will take one of these assessments:

- **Educational Leadership Principal Certification** students take the School Leaders Licensure Assessment before March 1, 2019 (Test Code = 6011). The cut score for this test is 163. For those taking the assessment after March 1, 2019 (Test Code = 6990), the cut score is 151. For more information about this test, visit https://www.ets.org/sls/prepare/materials/slla_prep.
- **Reading Specialist Certification** students take the Reading Specialist Assessment (Test Code = 5301). The passing score for this test is 164. For more information about this test, visit <https://www.ets.org/praxis/prepare/materials/5301>.

After you pass your assessment, you are ready to apply for certification!

3. Apply Online for Certification in TIMS (PDE's Teacher Information Management System)

**** Use Internet Explorer or Firefox to access TIMS. Chrome and Safari users experience problems. ****

- Go to PDE Educator Certification page: www.education.pa.gov/Educators/Certification/

- Use the "TIMS Log In" link (at right, mid-page) to log in to TIMS. If you don't have log-in credentials, visit [Logging in to TIMS-First time users](#).
- Select "New Credential Application."
- Select Credential Type ("Principal - Administrative" or "Educational Specialist" or "Reading Specialist")
- Select a Requested Certification Subject Area ("Principal PK-12" or "Instructional Technology Specialist PK-12" or "Reading Specialist PK-12")
- Select "Include subject areas in my application"
- When you are asked, "Will a Pennsylvania institution verify that you meet certification requirements for the certificate you are applying for?" select "Yes".
- Follow prompts.
- You will be asked for \$200 application fee (use a credit card for online payment).
- You may be asked to submit supplemental documentation with your application. If so, be prepared to print a TIMS Application Coversheet to be mailed with your documentation to the PDE via USPS.

Here is Dr. DeSantis explaining how to find the Certification Application on the TIMS website: <https://ilos.video/8jvLw7!>

PDE also provides detailed instructions for the Certification Application process: <http://www.education.pa.gov/Educators/Certification/Application/Pages/SubmitApp.aspx>.

Please let us know if you encounter any difficulties, and we will do our best to help!

MED Office Email: med@ycp.edu

MED Office Phone: 717.815.6406

4. Stay Connected with the M.Ed. Office

Great news! York College of PA has introduced a short, easy survey on which you can update your contact information and/or submit a class note to share with your classmates. Please keep your information up-to-date so we can stay in touch with you and applaud your personal and professional accomplishments!

<https://webform.ycp.edu/advancement/view.php?id=12728>

As always, you should feel free to visit the M.Ed. Office whenever you're on campus. You also have a standing invitation to attend our annual events for new(ish) teachers in spring and fall and to share your professional perspective/experience as part of our Alumni Panel... watch your email for event details!

