



MARPLE NEWTOWN SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES
36 MEDIA LINE ROAD
NEWTOWN SQUARE, PENNSYLVANIA 19073
PHONE: (610) 359-4380
FAX: (610) 356-8947

Requirements for Converting a Level 1 Certification to a Level II Permanent Certificate

What are the requirements to convert my Level I certificate? — You must complete a minimum of 3 years of satisfactory service and at least 6 semi-annual evaluations of satisfactory performance in Pennsylvania in any area for which the certificate was issued; You must also provide PDE evidence of 24 semester hours credit (graduate or undergraduate level) or 24 PDE-approved IU credits beyond your initial bachelor's degree; and if your Instructional I certificate was issued after June 1, 1987 or your Educational Specialist I certificate was issued in accordance with September 1, 1999 regulations, you must present evidence of having successfully completed a PDE-approved induction program.

What are the educational requirements to convert my Level I certificate? — You must provide PDE evidence of 24-semester hours credit (graduate or undergraduate level) or 24 PDE-approved IU credits beyond your initial bachelor's degree. Semester credits must be earned at a four-year degree granting college/university.

What credits are not accepted for educational requirements? — Community college credits and continuing education units (CEU'S) are not accepted. Credits in law, medicine, real estate and theology are also not acceptable unless you can demonstrate to PDE that they relate directly to the certificate.

What service will count towards the experience requirement? — Satisfactory service for a minimum of one-half year or more of the employing school entity's teaching day or week and service performed within a private special education school approved by PDE will be counted as service towards a Level II certificate. Satisfactory service (including long-term substitute service) for a minimum of 45 days in a 180 day school year in a single assignment in areas for which the Level I certificate was issued will be counted as one-half year towards the service requirement.



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What service may count towards the service requirement? — Satisfactory service in Pennsylvania charter schools, State Board of Private Academic Schools, PDE registered non-public non-licensed schools, schools accredited by the Middle States Association of Colleges and Schools, Pennsylvania Association of Private Academic Schools, United Private Academic School Association or National Association for the Education of Young Children may be credited toward Level II certification.

What service will not count towards the service requirement? — The years when the holder was not in education, unsatisfactory service, day-to-day substitute service, outside the Commonwealth of Pennsylvania service, Emergency Certificate service, non-professional or paraprofessional service, Intern Certificate service, or service when a person did hold an appropriate certificate will not count towards the service requirement.

Will experience outside my certificated area count towards Level II service? — No. Service outside your area of certification does not meet state requirements for Level II certification.

If I have more than one area of certification will I need 3 years of service in each area? — Not in all cases. All Instructional areas will be converted to Level II status simultaneously. However, Educational Specialist, Administrative, and Supervisory certificates issued under 1987 regulations require 3 years of satisfactory service in each area.

When will my Level I certificate be converted to a Level II certificate? — Level II certificates will be effective the first day of the month in which all required applicant materials are received by PDE. Under no circumstances will the effective date precede the month/year in which the Bureau received the completed application.



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Applying for a Level II Certificate

Go to <http://www.education.pa.gov/Pages/default.aspx#.Vt3MdH0rKUk>

- On the left hand side of the page, look under the **"I Would Like To.."** section.
- Then select Access TIMS (Certification Application System).
 - If you have not been in the TIMS system before: Click Register and create a Username and Password. This only needs to be completed once. If you have already registered, you can move to the next step.
- If you have been in TIMS before: Enter your Username and Password and click Login. If you cannot remember your username or password or have log in specific issues, please call 888-498-8129 for the login help desk.
- Once you click Login, the system should direct you to your TIMS dashboard.
- On the left hand side, click the New Credential Application.
- Select the Level II credential type and continue through the application.
- Throughout the application, click Add New to edit or correct information.
- At the end of the application, click Proceed to Submit at the bottom of the Summary Page.
- At this point, you will be able to pay by either credit card or selecting to send in a money order.
- After the payment is processed, you will receive a coversheet for your application with our address in the bottom corner.
- We recommend having the transcripts sent to you, leave them sealed, and send them with the coversheet. We can accept IU letters as official if they are on the IU letterhead with a raised seal at the bottom of the letter.
- If the college has the capability to send electronic transcripts, the college can send official transcripts to RA-TeacherCert@pa.gov
- Once you have received the coversheet, your employers should be able to verify your experience, induction, and evaluations electronically through their TIMS dashboard. You should not have to submit any work experience documentation in this case.
- Once we receive the official transcripts and your work experience verification, it can take an average of 4-6 weeks for your application to be fully reviewed.

IMPORTANT NOTICE: Any Pennsylvania public school professional with a lapsed or invalid certificate will be ineligible for employment. Marple Newtown School District has a legal obligation to remove any person who does not have a valid certificate upon verification. If you have any questions about certification contact the Pennsylvania Department of Education, Bureau of Teacher Certification and Preparation. Contact them by email at ra-teachercert@state.pa.us . Or visit their website at www.pde.state.pa.us. You may also contact Human Resources at 610-359-4380.



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IS YOUR LEVEL I CERTIFICATE ABOUT TO EXPIRE?

This is a reminder that all professional employees must maintain a valid certificate to be entitled to perform professional instructional duties, to perform educational specialist services to students, or to perform supervisory or administrative functions for which it was issued. If you are holding an Instructional I (Provisional/Level I) certificate or Educational Specialist I (Provisional/Level I) certificate you must convert your certificate to an Instructional II or Educational Specialist II (Permanent/Level II) certificate by the end of the validity period. If not converted the Level I certificate lapses. Don't let your certificate expire!!! Contact Human Resources

What is the validity period? — The validity period for Instructional I (Provisional/Level I) certificates and Educational Specialist I (Provisional/Level I) certificates is 6 years of service. This is 6 years for actual years of professional service as an educator, not calendar years. For example: A certificate issued in 1990 was used for a total of 3 years of professional service as an educator prior to 2004. This may include some long-term substitute assignments. As of 2004 there are 3 years of validity remaining.

Will PDE send me a notice announcing when my certificate will expire? — NO. NO. NO. It is the responsibility of each certificate holder to know when his or her certificate expires and to apply for a Level II certificate. Failure to convert the certificate before the end of the applicable service period will result in a lapsed certificate and the certificate holder will be ineligible for employment as a professional.

What service does not count against the validity period? — The years when the holder was not in education, unsatisfactory service, non-professional or paraprofessional service, Intern Certificate service, Emergency Certificate service, day-to-day substitute service, outside the Commonwealth of Pennsylvania service, or service when a person did not hold an appropriate certificate does not count against the validity period.

What service counts against the validity period? — Satisfactory service performing professional duties for a minimum of one-half year of the employing school entity's teaching day or week, satisfactory service (including long-term substitute service) for a minimum of 45 days in a 180 day school year in a single assignment in areas for which the Level I certificate was issued will be counted as one-half year against the validity period, and service performed within a private special education school approved by PDE will be counted as service against the certificate.



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Who determines the validity of my certificate? — Only the Bureau of Teacher Certification and Preparation can determine the validity of a certificate. The Bureau will make an official determination of certificate validity upon written request of the school entity or educator.

What happens if my certificate is lapsed? — If your Level I certificate is not converted within the validity period, the Level I certificate lapses and becomes invalid. You cannot be employed in a Pennsylvania public school with a lapsed or invalid certificate and will be ineligible for employment as a professional.

Can my initial Level I certificate be renewed? — No. The Level I Instructional certificate and Educational Specialist I certificate is valid for a maximum of 6 services years in Pennsylvania.

Can I get an emergency permit? — No. An emergency permit will not be issued to a person with an invalid certificate.