

# RELAY/GSE

## Transition Points for Pennsylvania Teacher Intern Certification Program

*Single Endorsements: Grades Pre-Kindergarten - 4, Grades 4-8 (4-6, English Language Arts and Reading 7-8), Grades 4-8 (4-6, Mathematics 7-8), Grades 4-8 (4-6, Science 7-8), Grades 4-8 (4-6, Social Studies 7-8), Mathematics 7 - 12, Biology 7 - 12, Chemistry 7 - 12, Physics 7 - 12, General Science 7 - 12, Social Studies 7 - 12, English 7 - 12, Special Education PK - 12.*

*Dual Endorsements: Any of the endorsements listed above can be combined with Special Education PK-12.*

The transition points in this document serve as a guide for candidates pursuing a Level I Pennsylvania Instructional Certificate through the Pennsylvania Teacher Intern Certification program. In order to complete the educator preparation program, candidates must meet all of the requirements in each transition point. To complete the educator preparation program on the expected timeline, each transition point must be met by the established deadline. Failure to meet transition points deadlines may result in a delayed timeline for program completion, additional costs, and/or ineligibility for certification.

For questions, please reach out to [support@relay.edu](mailto:support@relay.edu) or sign up for [office hours](#).

### Quick Links

- [Transition Point 1: Educator Preparation Program Admission](#)
- [Transition Point 2: Eligibility for Qualifying Clinical Experience](#)
- [Transition Point 2b: Eligibility for Special Education Clinical Practice I and II \(Dual Certification only\)](#)
- [Transition Point 3: Educator Preparation Program Completion](#)
- [Transition Point 4: Certification](#)

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## Transition Point 1: Educator Preparation Program Admission

### Relay Application - EPP Items Deadline:

- **Summer Start: July 26, 2024**
- **Fall Start: August 26, 2024**

### Transition Point 1 Deadline:

- **Summer Start: August 1, 2024**
- **Fall Start: September 3, 2024**

Applicants for admission to the Pennsylvania Teacher Intern Program must demonstrate meeting the following criteria:

1. **Bachelor's Degree or Higher:** Hold a bachelor's degree or higher from an institution of higher education that has received accreditation through the Northwest Commission on Colleges and Universities (NWCCU), the Higher Learning Commission (HLC), the Western Association of Schools and Colleges Senior College and University Commission (WSCUC) & Accrediting Commission for Community and Junior Colleges (ACCJC), the Southern Association of Colleges and School Commission on Colleges (SACSCOC), the Middle States Commission on Higher Education (MSCHE), and the New England Commission on Higher Education (NECHE) or a U.S. Department of Education approved accreditation agency. Candidates may verify their institution's accreditation status through the [Database of Accredited Postsecondary Institutions and Programs](#).

Applicants educated in a country other than the United States must submit documentation demonstrating that their earned degree is equivalent to a U.S. baccalaureate degree or higher. International transcripts must be evaluated by a professional evaluation agency accredited by the [Association of International Credential Evaluators, Inc \(AICE\)](#), [National Association of Credential Evaluation Services \(NACES\)](#), or an agency approved by another U.S. State Department of Education.

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2. **Minimum GPA:** Applicants must have a minimum cumulative GPA of 3.0 on a 4.0 scale on all coursework previously attempted at an accredited institution of higher education from which the bachelor's degree or higher was conferred.

Applicants with a **GPA** from a completed bachelor's degree or higher **below the state minimum of 3.00** may be considered for admission to Relay's Pennsylvania educator preparation programs who have:

- **Earned a minimum undergraduate or graduate GPA of 2.80 and meet one the Basic Skills requirements below:**
  - Submitted [qualifying scores](#) on the Praxis Core, or
  - A combined score of 1050 on the SAT with no score lower than 500 on either the verbal or mathematics subtests, or
  - A score of no less than 23 on the English subtest and 20 on the Mathematics subtest of the ACT.

Review the [Pennsylvania Basic Skills Requirements](#) for details on score requirements.

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## Transition Point 2: Eligibility for Qualifying Clinical Experience

### Transition Point Deadline:

- **Summer Start: September 3, 2024**
- **Fall Start: September 3, 2024**

Candidates who do not meet the Transition Point 2 deadline will not be able to take their Clinical Practice coursework and will be required to register for Clinical Practice coursework in a future term once Transition Point 2 is met.

In this transition point, candidates demonstrate eligibility to begin their qualifying clinical experience, the Teaching Internship. In the Teaching Internship, candidates participate in a mentored teaching experience for a full academic year. Candidates are observed and evaluated monthly throughout their first year of teaching by a Relay field supervisor. Two evaluations, at the midpoint and end of the year, are documented on the PDE 430 form. Candidates must earn a minimum score of 4 on the final evaluation to be eligible for internship completion.

To be eligible to begin the Teaching Internship, candidates must:

1. **Demonstrate Content Knowledge:** Pass the content knowledge exams required for the certification area sought. Candidates should review the [Pennsylvania Certification Test and Score Requirements](#) for the minimum scores required on each content area subject assessment.

To list Relay as a score recipient for ETS exams select Philadelphia: Relay Grad School Ed PA Campus and use the code 2976. To list Relay as a score recipient for a Pearson test select Relay Graduate School of Education, Philadelphia campus from the drop down menu.

2. **Submit and Pay for Application for an Intern Certificate:** Follow [the instructions](#) to submit a Teacher Intern Certificate application in the Teacher Information Management System (TIMS). Once the application is complete in TIMS, Relay will verify eligibility and issue the institutional recommendation for the Intern Certificate. **Candidates must pass their content knowledge exams and apply for an intern certificate no later than September 3, 2024.**
3. **Obtain & Verify Instructional Role:** Verify employment as a teacher of record or long term substitute in a Pennsylvania school. The subject area and grade level of the teaching assignment must align to the candidate's certification area.

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Relay requires students to confirm their instructional role details through the School Authorization and Instructional Role Confirmation Form each academic year. If the student's instructional role does not align with the certification/licensure area of study, the student must submit an area of study change request by the start of the term. If the student's instructional role is not aligned to the requirements of their program, the student must submit a transfer application into a program that does align to the instructional role by the start of the term. **Failure to submit a transfer application, if necessitated by the student's instructional role, may delay program completion or result in [administrative withdrawal](#).** For more information, read the School Authorization and Instructional Role Confirmation portion of the student handbook.

## **Deadlines for completion of the School Authorization and Instructional Role Confirmation form:**

### **Student portion due:**

- **Students Beginning Coursework in Summer 2024: September 3, 2024**
- **Students Beginning Coursework in Fall 2024: September 3, 2024**

### **School Leader portion due:**

- **September 16, 2024**

4. **Background Clearance:** Applicants must demonstrate that they have appropriate clearances to have direct contact with students by submitting an official copy of the following PDE required background checks:

1. [Department of Human Services \(DHS\) Child Abuse History Clearance](#)
2. [Pennsylvania Access to Criminal History \(PATCH\)](#)
3. [Federal Criminal History Record Information \(CHRI\)](#)

Candidates must upload copies of their background check to their Table of Contents in Anthology Portfolio.

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## Transition Point 2b: Eligibility for Special Education Clinical Practice I and II (Dual Certification candidates only)

**Transition Point Deadline: September 2, 2025**

Candidates seeking a certificate in the special education subject area must meet the requirements of Transition Point 2b before the start of Fall 2. Candidates must complete all requirements to be eligible for an Instructional I Special Education PK-12 certificate.

1. **Demonstration of Content Knowledge:** Candidates are expected to pass the Praxis II Special Education: Foundational Knowledge subject assessment (ETS code 5355) before they begin their Fall 2 courses. A candidate pursuing Special Education PK - 12 certification as their initial certificate must also take and pass the Fundamental Subjects Content Knowledge subject assessment (ETS code 5511/ 0511). Please review the [Pennsylvania Certification Test and Score Requirements](#) closely to understand all PDE testing requirements. If you have questions about these requirements you should speak with your advisor or email [support@relay.edu](mailto:support@relay.edu).
2. **Submit and Pay for Application for an Intern Certificate in Special Education PK-12 (if required by your employer):** Follow [the instructions](#) to submit a Teacher Intern Certificate application in the Teacher Information Management System (TIMS). Once the application is complete in TIMS, Relay will verify eligibility and issue the institutional recommendation for the Intern Certificate.

**NOTE:** Candidates teaching in a school-based position that requires an intern certificate in special education must apply for and obtain an intern certificate. Candidates who are not certified in a general education content area, and who are teaching as teachers of record in Year 2 of the program must also apply for and obtain an intern certificate, regardless of whether it is required by their employer.

3. **Instructional Role:** Candidates must confirm the following about their Year 2 instructional role via submission of the School Authorization and Instructional Role Form::
  - The ability to conduct direct-instruction to a minimum of six students who are officially classified as having disabilities, and
  - The capacity to tutor a small group of students for the entirety of the school year.

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## Transition Point 3: Educator Preparation Program Completion

### Transition Point Deadline:

- **May 27, 2025 for single endorsements/first endorsements**
- **May 26, 2026 for special education endorsement**

To be considered an EPP Program Completer, Candidates are required to meet the following criteria:

#### 1. EPP Coursework:

- Candidates must complete all coursework in the EPP program of study. This coursework is indicated with an asterisk on the [Academic Plan](#).
- To receive the institutional recommendation for certification, candidates must earn a minimum 3.0 cumulative GPA on all Relay coursework in their EPP program of study.
- Candidates must earn a minimum grade of 80% (or a B-) in all courses in the EPP program of study.

#### 2. Complete the Qualifying Clinical Experience—Teaching Internship:

- Successfully complete one full academic year as a teacher of record in the certification area while holding the Intern Certificate and completing Clinical Practice coursework:
  - Log teaching weekly hours in the Anthology Portfolio placement while enrolled in CLIN-521 and CLIN-522 for a total of 400 hours per term
  - Obtain mentor verification of logged hours while enrolled in CLIN-521 and CLIN-522.
  - Meet observation requirements: Submit monthly observations and acknowledge receipt of feedback from your field supervisor and/or clinical practice faculty member
  - Demonstrate proficiency on student teaching competencies by earning a score of at least 4 on the PDE 430 summative evaluation.

#### 3. Qualifying Clinical Experience - Special Education Candidates:

- Successfully complete one full academic year as a teacher of record in the certification area while holding the Intern Certificate in Special Education PK-12 or complete student teaching in Special Education PK-12.
  - Log field experience and student teaching hours weekly in the Anthology Portfolio placement enrolled in CLIN-531 and CLIN-532 for a total of 400 hours per term.

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- Obtain mentor verification of logged hours while enrolled in CLIN-531 and CLIN-532
- Meet observation requirements: Submit four observations per term and acknowledge receipt of feedback from your field supervisor and/or clinical practice faculty member
- Demonstrate proficiency on student teaching competencies by earning a score of at least 4 on the PDE 430 summative evaluation.



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## Transition Point 4: Certification

### Transition Point Deadline:

- **August 18, 2025 for general education endorsements**
- **Summer 2026 for special education endorsement**

In this transition point, candidates meeting eligibility requirements are able to apply for their Instructional I Pennsylvania Certificate. Once the candidate submits their application in TIMS, Relay will verify that all requirements have been met. If all requirements are satisfied, Relay will submit the institutional recommendation for licensure to PDE through TIMS.

1. **Submit and Pay for Application for a Pennsylvania Instructional I Teaching Certificate:** Follow [the instructions](#) to submit a Pennsylvania Instructional I Certificate application in the Teacher Information Management System (TIMS). Once the application is complete in TIMS, Relay will verify eligibility and issue the institutional recommendation for the Instructional I Certificate.

### Additional TIMS Resources:

- a. [Navigating the Teaching Information Management System](#) - this is an older resource but it is still helpful.
- b. [TIMS Help/ User Guides](#)
- c. [TIMS User Guides](#)