



Transition Points for Pennsylvania Additional Certification Program - Special Education

Endorsement: Special Education PK-12

The transition points in this document serve as a guide for candidates completing the Pennsylvania Additional Certification program in Special Education. In order to complete the program, candidates must meet all of the requirements in each transition point. To complete the advanced licensure 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 licensure.

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

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Transition Point 1: Educator Preparation Program Admission

Transition Point Deadline: Applications must be received by June 26, 2023

Applicants for admission to the Pennsylvania Additional Certification Program for Special Education 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.

2. **Minimum GPA:** Applicants to the PA Educator Preparation Program must have a minimum cumulative GPA of 3.0 or higher from an institution of higher education where a bachelor's degree or higher was earned. Applicants may be eligible for admission to the program with **an undergraduate GPA below the stated minimum of 3.00** if they have:
 - **Earned a minimum undergraduate GPA of 2.80 and have**
 - Qualifying scores on the [Praxis Core Academic Skills for Educators](#), 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.

3. **Instructional Position¹:** Obtain employment as a teacher of record or long-term substitute in a Pennsylvania school with direct instruction of students who are officially classified as having disabilities.
4. **Teaching Certificate:** Candidates must provide proof of an Instructional I or Instructional II Certificate in a Content Area concentration.

Transition Point 2b: Eligibility for Special Education Clinical Practice I and II

Transition Point Deadline: September 11, 2023

In this transition point, candidates demonstrate eligibility to begin their qualifying clinical experience. For candidates in the Additional Certification Program, qualifying clinical experience requirements are included in CLIN-531: Special Education Clinical Practice I and CLIN-531: Special Education Clinical Practice II

Candidates seeking a special education endorsement must meet the requirements of Transition Point 2b prior to the start of the Fall term. Candidates who complete all requirements will be eligible for a Special Education PK-12 certificate.

1. **Instructional Role:** Candidates must confirm the following about their instructional role:
 - 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.
2. **Demonstration of Content Knowledge:** Candidates are expected to pass the Praxis II Special Education: Core Knowledge and Applications subject assessment (ETS code 5354) before they begin their Fall courses. 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.

¹ Relay students are required to confirm their instructional role details through the Fall *School Authorization and Instructional Role Confirmation Form* as a requirement to enroll in coursework each Fall. If your instructional role is not aligned to the requirements of your program, you must also submit a transfer application to a program that does align to your instructional role by the start of the fall term. **Failure to submit a transfer application, if necessitated by your instructional role, may delay program completion or result in administrative withdrawal.**

3. **Submit and Pay for Application for an Intern Certificate, if required by the school:**
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.

Transition Point 3: Educator Preparation Program Completion

Transition Point Deadline: Summer 2024

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

1. **EPP Coursework:**
 - Complete all coursework in your EPP program of study. This coursework is indicated with an asterisk on the Academic Plan.
 - Earn a minimum grade of 80% (or a B-) in all courses in the EPP program of study
 - Earn a cumulative 3.0 grade point average (GPA) on all Relay coursework in the EPP Program of Study.
2. **Complete the Qualifying Clinical Experience—Student Teaching or Teaching Internship:**
 - For Teaching Internship: Successfully complete one full academic year as a teacher of record in the certification area while holding the Intern Certificate.
 - For Student Teaching: Successfully complete 12 weeks of supervised student teaching.
 - Log teaching weekly hours in the Anthology Portfolio placement
 - Meet observation requirements
 - Demonstrate proficiency on student teaching competencies by earning a score of at least 4 on the PDE 430 summative evaluation.

Transition Point 4: Certification

Transition Point Deadline: Summer 2024

In this transition point, candidates apply for their Level I Pennsylvania Instructional Certificate, Relay verifies whether all requirements have been met, and issues the institutional recommendation for licensure.

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](#)