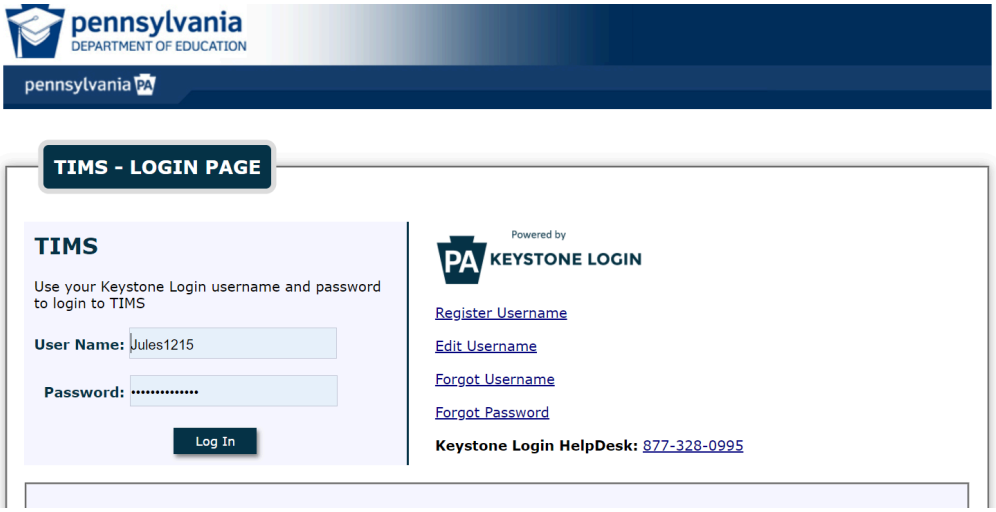
Educational Specialist - School Social Work Pk-12 Certification Step by Step Guide

Please note for this certification to be approved: You will need to submit on TIMS your Professional License and PDE form 338V (requires signature from your district/IU). You can mail sealed official transcript to address provided in TIMS or send via email from institution/university to ra-teachercert@pa.gov

1. TIMS– Sign on to your TIMS account at https://www.mypdeapps.pa.gov/wfTIMS.aspx

If you do not know your password for TIMS contact TIMS Login Helpline at 1-877-328-0995



2. Once logged in:

+ Choose New Credentials Application

+ Click on Requested Credential Type

+ Select Educational Specialist 1 (31)

+ Click here to select certification subject area to be requested

+ Choose School Social Worker PK-12 (1851)

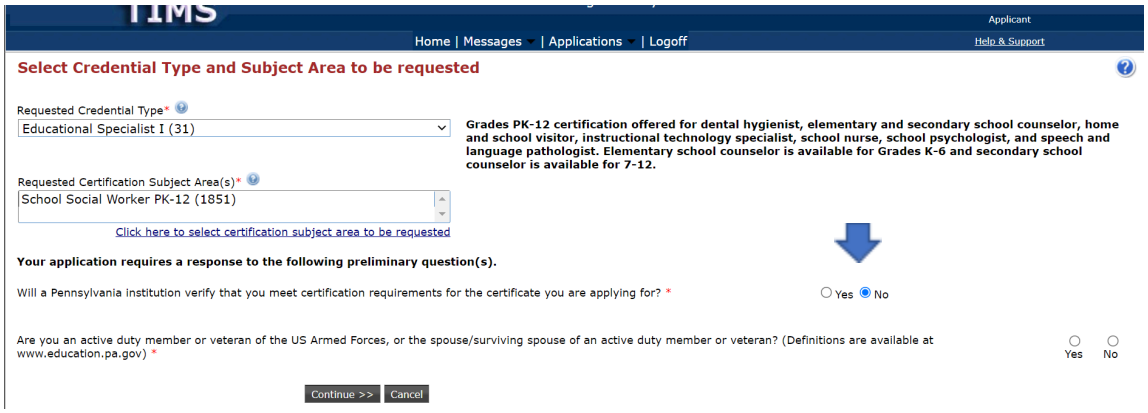
+ Include Selected Certification Subject Area(s) in my application

Your application requires a response to the following preliminary question(s):

Will a PA Institution verify that you meet certification requirements for the certificate you are applying for? Yes or No

Choose NO

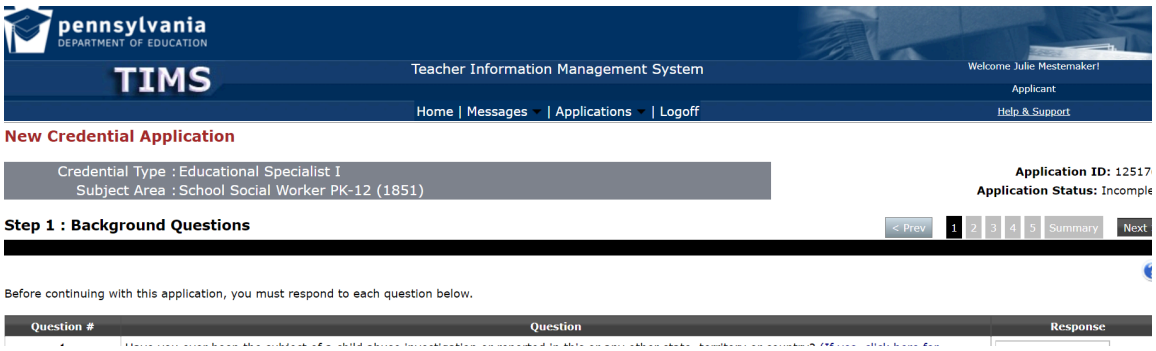
Educational Specialist - School Social Work Pk-12 Certification Step by Step Guide



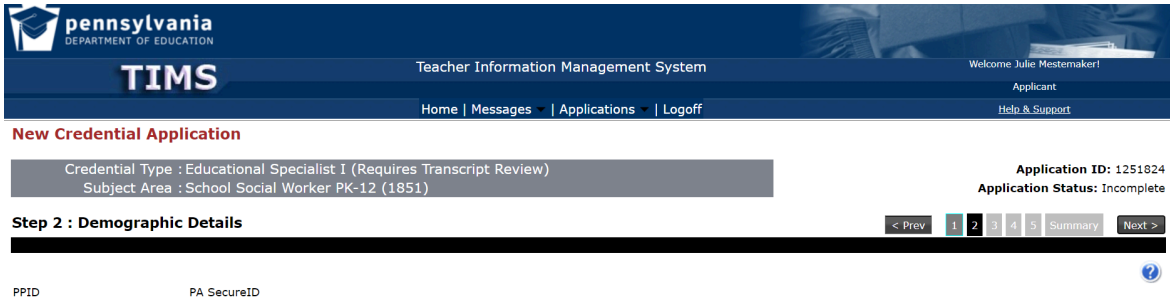
(Note: If you click NO- You can proceed to Step One Background and will be able to complete this application)

Complete/Review the following set of questions:

Step 1 Background



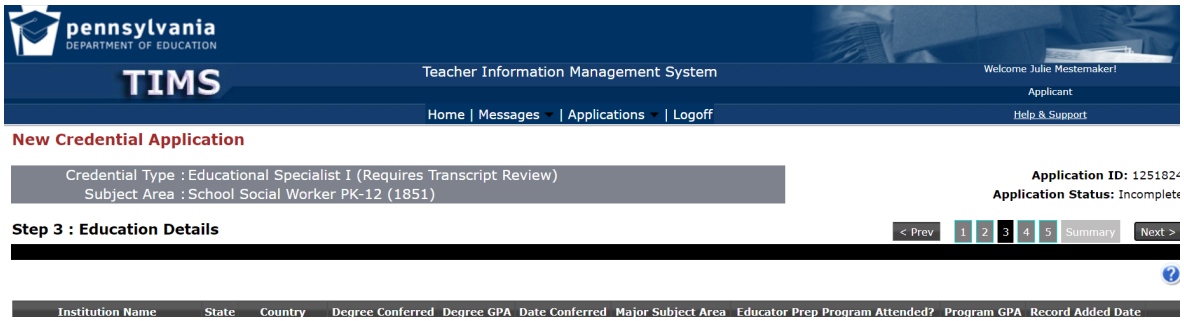
Step 2 Demographics



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Step 3 Education



+ You will add Major Subject Area

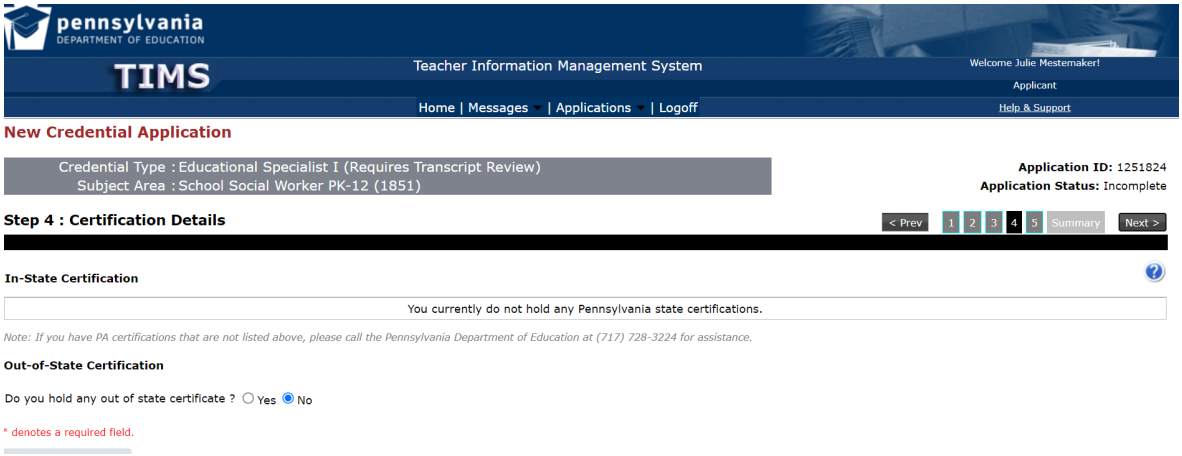
+ Click here to add Major Subject Area

+ Choose Social Work 44.07 and click select

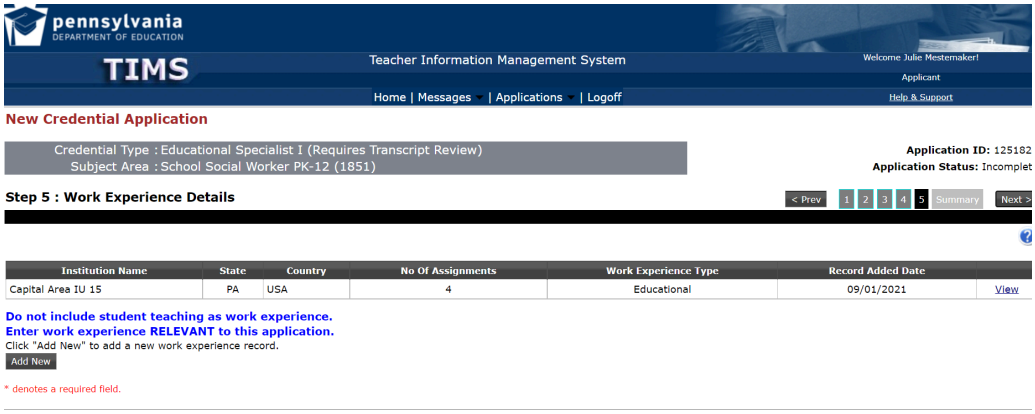
Step 4 Certification Details

In state Certification

Out of state Certification + Choose No



Step 5 Work Experience Details



Application Summary – Review to ensure all information is correct.

You will see the following information

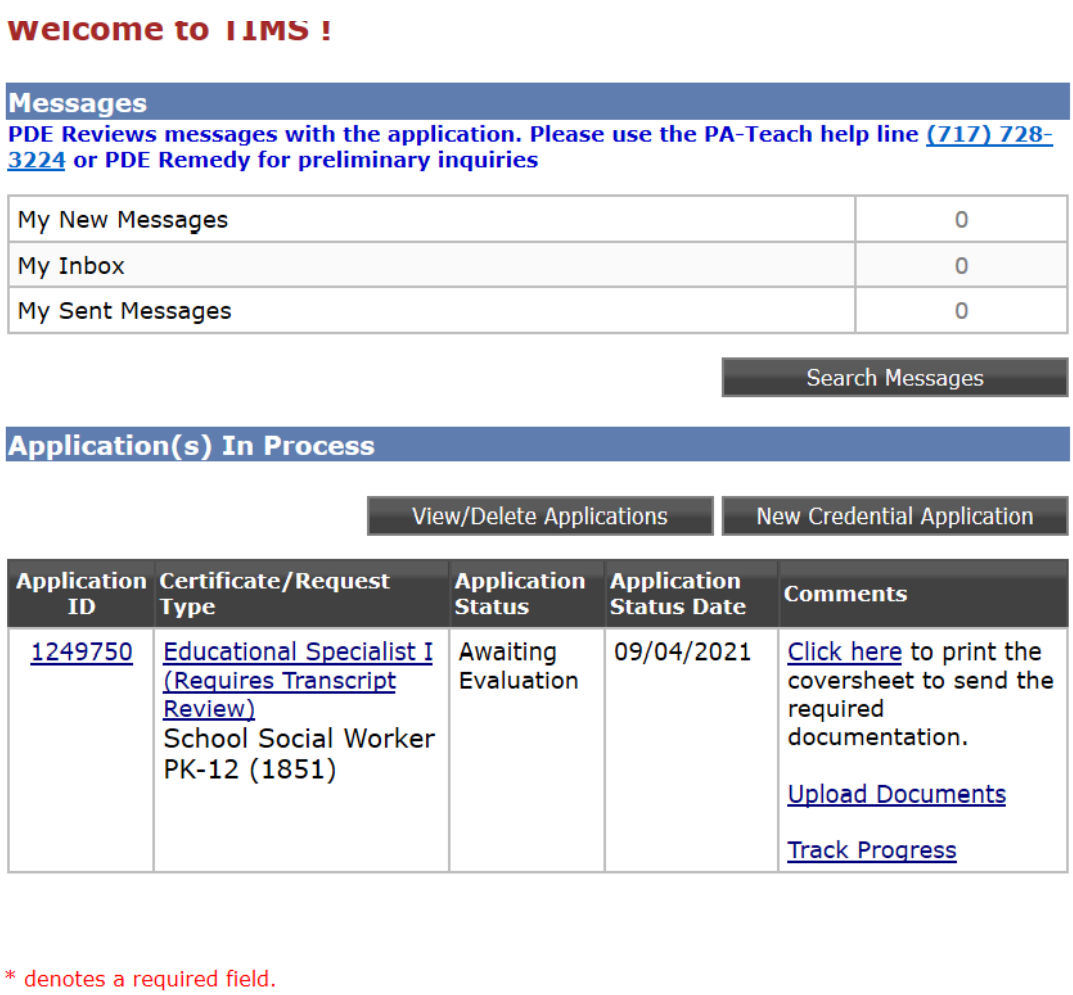
Proof Items Details

Document Type	Document Name	Status
Credentials	Copy of Professional License in Application Subject Area	Not Received
Education	PDE 338 A Verification of Preparation Program Completion in Content Area (for out-of-state colleges and universities)	Not Received
Education	Transcripts - Official in College Sealed Envelopes OR Sent Electronically from the College to RA-TeacherCert@pa.gov	Not Received
Fee	Payment- Credit Card at submission or Money Order via mail	Not Received
Other	Other required supplemental documentation. None may be needed.	Not Received

Payment Processing and Application/Request Summary and then goes to payment

$260.00 is required for payment

Once payment is received - Please note that comments on your Home Page now provide options to upload documents



Welcome to TIMS !

Messages

PDE Reviews messages with the application. Please use the PA-Teach help line (717) 728-3224 or PDE Remedy for preliminary inquiries

My New Messages	0
My Inbox	0
My Sent Messages	0

Search Messages

Application(s) In Process

View/Delete Applications | New Credential Application

Application ID	Certificate/Request Type	Application Status	Application Status Date	Comments
1249750	Educational Specialist I (Requires Transcript Review) School Social Worker PK-12 (1851)	Awaiting Evaluation	09/04/2021	Click here to print the coversheet to send the required documentation. Upload Documents Track Progress

* denotes a required field.

Note: You will need to provide additional information upon completion of payment:

1. Official Transcripts of both Bachelor and Master programs sent from institution to RA-TeacherCert@pa.gov. Even if you choose email option, the university may still require a contact information. You may use the following address:

Bureau of School Leadership and Teacher Quality
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126
717-783-6788

You can also mail the sealed official transcript to the address provided in TIMS.

Bureau of School Leadership and Teacher Quality
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126
717-783-6788

Please note some have been required to send in both Bachelor and Master transcripts and some have not. We suggest to send in both to avoid possible delay but feel free to use your discretion on this or reach out to PDE if unsure

2. Copy of your Professional License uploaded to TIMS
3. 338V form signed by Human Resources or other District/IU designated personnel to be uploaded to TIMS upon completion of payment/processing.

   Please send to your designated district personnel for completion of this form and then upload to TIMS. This may be someone in Human Resources?

   TIMS will list 338A and provide a sheet for you to complete and cover sheet for it. At this time, PDE is reporting that we use the 338V. Please disregard the 338 A form provided. This has been verified by PDE to disregard this form but to use 338V instead.

**** You will have an option to upload the your license and 338V form once you complete payment***

Educational Specialist - School Social Work Pk-12 Certification Step by Step Guide

Link for TIMS

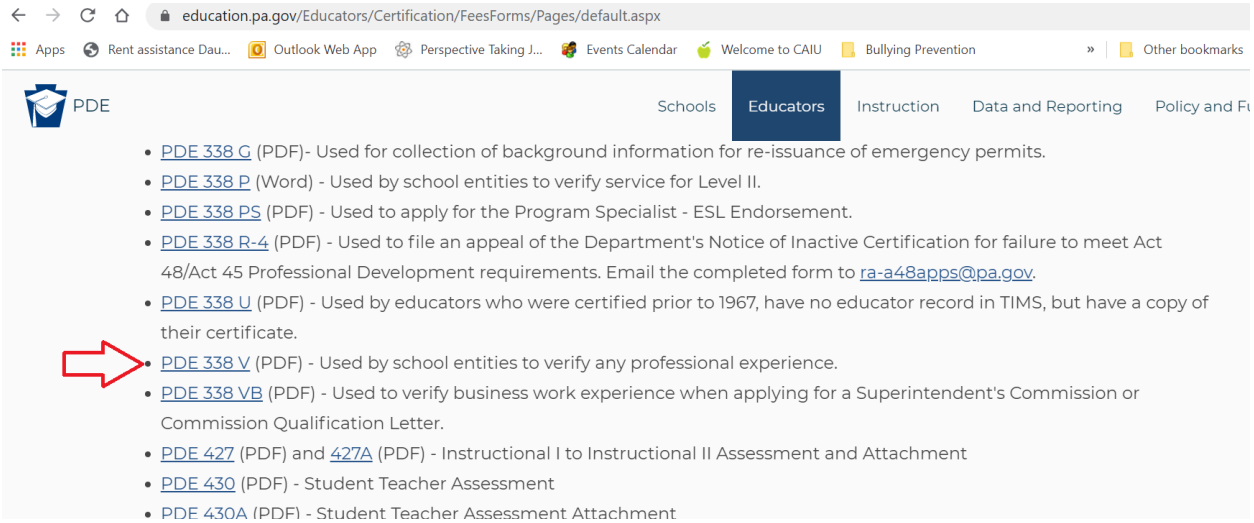
https://www.mypdeapps.pa.gov/wfTIMS.aspx

Links for Information on School Social Work Certification information

https://www.education.pa.gov/Educators/Certification/Application/UserGuides/Pages/default.aspx

Link for Form 338 V

https://www.education.pa.gov/Educators/Certification/FeesForms/Pages/default.aspx
(You will want to scroll to find 338 V form in the 338 A forms location- download, complete your information, and send to Colleen Bushman in HR)



Educational Specialist - School Social Work Pk-12 Certification Step by Step Guide

This is an email sent in reply to how to do this TIMS process:

You can apply in TIMS currently following the directions for submitting an application in TIMS at the link below. When asked the question, "Will a Pennsylvania institution verify that you meet certification requirements for the certificate you are applying for," **your response is NO since you did not complete one of the new state approved programs.**

As proof of documents, you will be required to submit a copy of your professional license, your transcripts and a 338V form completed by your PA employer verifying your school social worker service.

The process is very new and the application will need to be tweaked. Therefore, we recommend uploading the 338V form under the 338A document request. You can print out the 338V form from the link below.
https://www.education.pa.gov/Educators/Certification/FeesForms/Pages/default.aspx