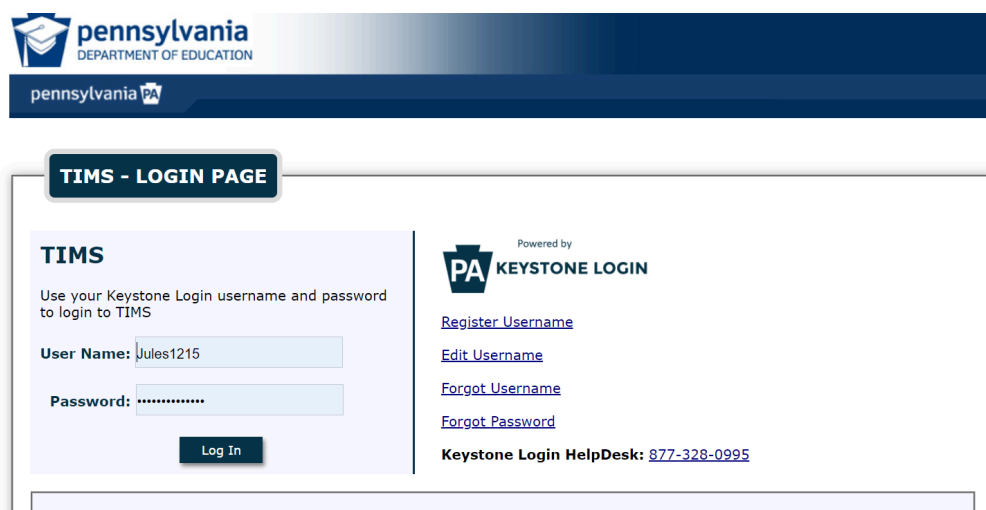


Educational Specialist - School Social Work Pk-12 Certification Step by Step Guide

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

The screenshot shows the TIMS (Teacher Information Management System) application page. At the top, there's a navigation bar with 'Home | Messages | Applications | Logoff' and a user profile 'Applicant Help & Support'. The main heading is 'Select Credential Type and Subject Area to be requested'. Below this, there are two dropdown menus: 'Requested Credential Type' set to 'Educational Specialist I (31)' and 'Requested Certification Subject Area(s)' set to 'School Social Worker PK-12 (1851)'. To the right of these dropdowns, a text box states: 'Grades PK-12 certification offered for dental hygienist, elementary and secondary school counselor, home and school visitor, instructional technology specialist, school nurse, school psychologist, and speech and language pathologist. Elementary school counselor is available for Grades K-6 and secondary school counselor is available for 7-12.' Below the dropdowns, a link says 'Click here to select certification subject area to be requested'. A large blue arrow points down to a section titled 'Your application requires a response to the following preliminary question(s)'. The first question is 'Will a Pennsylvania Institution verify that you meet certification requirements for the certificate you are applying for?'. It has two radio buttons: 'Yes' and 'No', with 'No' selected. Below this, another question asks 'Are you an active duty member or veteran of the US Armed Forces, or the spouse/surviving spouse of an active duty member or veteran? (Definitions are available at www.education.pa.gov)'. It also has 'Yes' and 'No' radio buttons, with 'No' selected. At the bottom, there are 'Continue >>' and 'Cancel' buttons.

(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

The screenshot shows the TIMS application page for Step 1: Background Questions. The header includes the Pennsylvania Department of Education logo, 'TIMS Teacher Information Management System', and a welcome message 'Welcome Julie Mestemaker! Applicant Help & Support'. Below the header, it says 'New Credential Application'. A box displays 'Credential Type : Educational Specialist I' and 'Subject Area : School Social Worker PK-12 (1851)'. To the right, it shows 'Application ID: 12517' and 'Application Status: Incomplete'. Below this, there's a navigation bar with '< Prev', '1', '2', '3', '4', '5', 'Summary', and 'Next >'. The main heading is 'Step 1 : Background Questions'. Below this, a message states: 'Before continuing with this application, you must respond to each question below.' A table with three columns: 'Question #', 'Question', and 'Response' is visible, but the content is mostly obscured by a large, faint watermark.

Step 2 Demographics

The screenshot shows the TIMS application page for Step 2: Demographic Details. The header is identical to the previous page. Below the header, it says 'New Credential Application'. A box displays 'Credential Type : Educational Specialist I (Requires Transcript Review)' and 'Subject Area : School Social Worker PK-12 (1851)'. To the right, it shows 'Application ID: 1251824' and 'Application Status: Incomplete'. Below this, there's a navigation bar with '< Prev', '1', '2', '3', '4', '5', 'Summary', and 'Next >'. The main heading is 'Step 2 : Demographic Details'. Below this, there's a section for 'PPID' and 'PA SecureID'.

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

Step 3 Education

pennsylvania
DEPARTMENT OF EDUCATION

TIMS Teacher Information Management System

Welcome Julie Mestemaker!
Applicant

Home | Messages | Applications | Logoff Help & Support

New Credential Application

Credential Type : Educational Specialist I (Requires Transcript Review)
Subject Area : School Social Worker PK-12 (1851)

Application ID: 1251824
Application Status: Incomplete

Step 3 : Education Details

< Prev 1 2 3 4 5 Summary Next >

?

Institution Name	State	Country	Degree Conferred	Degree GPA	Date Conferred	Major Subject Area	Educator Prep Program Attended?	Program GPA	Record Added Date
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+ 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

pennsylvania
DEPARTMENT OF EDUCATION

TIMS Teacher Information Management System

Welcome Julie Mestemaker!
Applicant

Home | Messages | Applications | Logoff Help & Support

New Credential Application

Credential Type : Educational Specialist I (Requires Transcript Review)
Subject Area : School Social Worker PK-12 (1851)

Application ID: 1251824
Application Status: Incomplete

Step 4 : Certification Details

< Prev 1 2 3 4 5 Summary Next >

?

In-State Certification

You currently do not hold any Pennsylvania state certifications.

Note: If you have PA certifications that are not listed above, please call the Pennsylvania Department of Education at (717) 728-3224 for assistance.


Out-of-State Certification

Do you hold any out of state certificate ? ☐ Yes ☒ No

* denotes a required field.

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

Step 5 Work Experience Details

**pennsylvania**
DEPARTMENT OF EDUCATION

TIMS
Teacher Information Management System

Welcome Julie Westermakert
Applicant
Hello & Support

Home | Messages | Applications | Logoff

New Credential Application

Credential Type : Educational Specialist I (Requires Transcript Review)
Subject Area : School Social Worker PK-12 (1851)

Application ID: 125182
Application Status: Incomplete

Step 5 : Work Experience Details

< Prev 1 2 3 4 5 Summary Next >

Institution Name	State	Country	No Of Assignments	Work Experience Type	Record Added Date	
Capital Area IU 15	PA	USA	4	Educational	09/01/2021	View

Do not include student teaching as work experience.
Enter work experience RELEVANT to this application.
Click "Add New" to add a new work experience record.

[Add New](#)

* denotes a required field.

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

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

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 IIMS !

Messages

PDE Reviews messages with the application. Please use the PA-Teach help line [\(717\) 728-3224](tel:7177283224) 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>

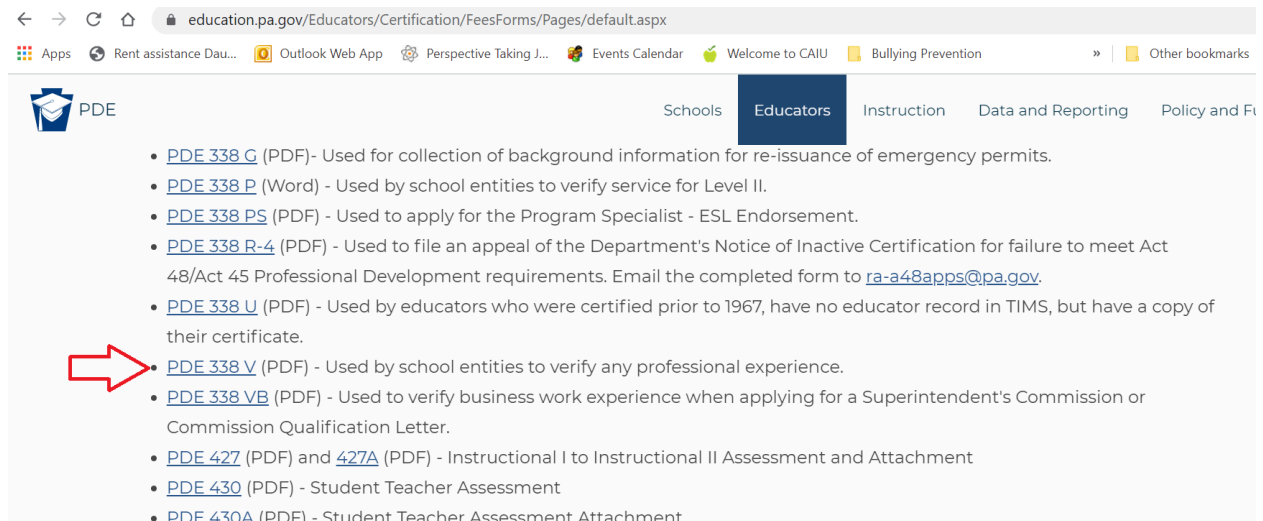
Links for Information on School Social Work Certification information

<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)



The screenshot shows the PDE website's 'Educators' section. The 'Educators' tab is selected in the top navigation bar. Below the navigation bar, a list of forms is displayed. A red arrow points to the 'PDE 338 V' form, which is described as 'Used by school entities to verify any professional experience.' The list includes the following forms:

- [PDE 338 G](#) (PDF) - Used for collection of background information for re-issuance of emergency permits.
- [PDE 338 P](#) (Word) - Used by school entities to verify service for Level II.
- [PDE 338 PS](#) (PDF) - Used to apply for the Program Specialist - ESL Endorsement.
- [PDE 338 R-4](#) (PDF) - Used to file an appeal of the Department's Notice of Inactive Certification for failure to meet Act 48/Act 45 Professional Development requirements. Email the completed form to ra-a48apps@pa.gov.
- [PDE 338 U](#) (PDF) - Used by educators who were certified prior to 1967, have no educator record in TIMS, but have a copy of their certificate.
- [PDE 338 V](#) (PDF) - Used by school entities to verify any professional experience.
- [PDE 338 VB](#) (PDF) - Used to verify business work experience when applying for a Superintendent's Commission or Commission Qualification Letter.
- [PDE 427](#) (PDF) and [427A](#) (PDF) - Instructional I to Instructional II Assessment and Attachment
- [PDE 430](#) (PDF) - Student Teacher Assessment
- [PDE 430A](#) (PDF) - Student Teacher Assessment Attachment

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>