After the Internship

So I'm Concluding My Internship... What's Next?

1. Apply for Graduation

Application Due Dates:
- September 15 for December Graduation
- February 5 for May Graduation
- July 15 for August Graduation

(See the YCP Records Office webpage for application and instructions.)

2. Take Your Certification Test (Ed. Leadership and Reading Spec. ONLY)

Visit https://www.ets.org/praxis/register/ to Register and Choose a Test Date/Location. You will take one of these assessments:

- **Educational Leadership Principal Certification** students take the School Leaders Licensure Assessment before March 1, 2019 (Test Code = 6011). The cut score for this test is 163. For those taking the assessment after March 1, 2019 (Test Code = 6990), the cut score is 151. For more information about this test, visit https://www.ets.org/sls/prepare/materials/slla_prep.
- **Reading Specialist Certification** students take the Reading Specialist Assessment (Test Code = 5301). The passing score for this test is 164. For more information about this test, visit https://www.ets.org/praxis/prepare/materials/5301.

After you pass your assessment, you are ready to apply for certification!

3. Apply Online for Certification in TIMS (PDE's Teacher Information Management System)

**Use Internet Explorer or Firefox to access TIMS. Chrome and Safari users experience problems.**

- Go to PDE Educator Certification page: www.education.pa.gov/Educators/Certification/
• Use the "TIMS Log In" link (at right, mid-page) to log in to TIMS. If you don't have log-in credentials, visit [Logging in to TIMS-First time users](#).
• Select "New Credential Application."
• Select Credential Type ("Principal - Administrative" or "Educational Specialist" or "Reading Specialist")
• Select a Requested Certification Subject Area ("Principal PK-12" or "Instructional Technology Specialist PK-12" or "Reading Specialist PK-12")
• Select "Include subject areas in my application"
• When you are asked, "Will a Pennsylvania institution verify that you meet certification requirements for the certificate you are applying for?" select "Yes".
• Follow prompts.
• You will be asked for $200 application fee (use a credit card for online payment).
• You may be asked to submit supplemental documentation with your application. If so, be prepared to print a TIMS Application Coversheet to be mailed with your documentation to the PDE via USPS.

Here is Dr. DeSantis explaining how to find the Certification Application on the TIMS website: [https://ilos.video/8jvLw7](https://ilos.video/8jvLw7)

PDE also provides detailed instructions for the Certification Application process: [http://www.education.pa.gov/Educators/Certification/Application/Pages/SubmitApp.aspx](http://www.education.pa.gov/Educators/Certification/Application/Pages/SubmitApp.aspx).

*Please let us know if you encounter any difficulties, and we will do our best to help!*

**MED Office Email:** med@ycp.edu  
**MED Office Phone:** 717.815.6406

### 4. Stay Connected with the M.Ed. Office

Great news! York College of PA has introduced a short, easy survey on which you can update your contact information and/or submit a class note to share with your classmates. Please keep your information up-to-date so we can stay in touch with you and applaud your personal and professional accomplishments!


As always, you should feel free to visit the M.Ed. Office whenever you're on campus. You also have a standing invitation to attend our annual events for new(ish) teachers in spring and fall and to share your professional perspective/experience as part of our Alumni Panel... watch your email for event details!