

## ABCTE Requirement Sheet Secondary

### Phase 1 – Register for the American Board and Pass the Exams

#### Step 5 – American Board Exams

- Content Exam/s (One content exam for each certification area except 2 Social Studies exams - US History and World History)
- Professional Teaching Knowledge
- Passport to Teaching

[American Board Exam Passing Scores](#)

### Phase 2 – Complete 2 graduate courses with a GPA of 3.0 or higher and submit required documents in Canvas Professional Development

#### Classes:

- EDUC 501 – Instructional Methods for Secondary Teachers
- SPED 534 – Differentiated Instruction Practices for the Inclusive Classroom

#### Read and sign as verification of understanding and approval:

- Clearances and the Law
- Handbook

#### Step 6

- Statement of Financial Responsibility – Read and sign as verification of understanding and approval

#### Step 7 – Submit the following

- Name of School and District
- School Calendar Academic Calendar
- Teaching Schedule – What you are teaching each period of the day with the subject names and times.

#### Step 8

- Placement Verification – District Verification of Placement

#### Step 9 Clearances – Apply for new clearances for **employment**. [Follow the instructions.](#)

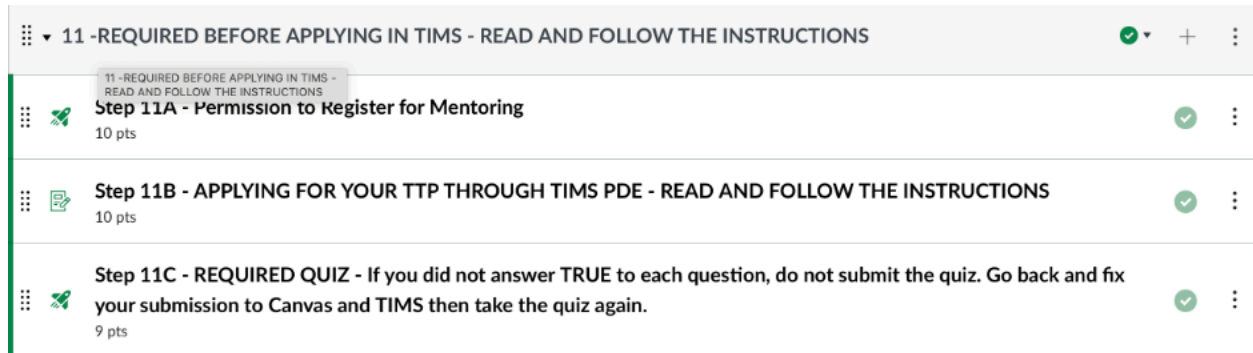
- Act 33 Child Abuse History Clearance
- Act 34 Criminal History Clearance
- FBI Fingerprinting Clearance

#### Step 10

- [Recognizing and Reporting Child Abuse](#) - complete the training and upload the certificate

**Phase 3 – Apply for your TTP** - When Mrs. Beverina-Moore gives you permission.

Complete Steps 11 A, B, and C Canvas Professional Development. Join Mrs. Beverina-Moore for a 6:30 p.m. Thursday Zoom meeting to learn more about what is required to apply for your TTP. You will find the information in the Announcement section of Canvas.



The screenshot shows a Canvas course page for '11 - REQUIRED BEFORE APPLYING IN TIMS - READ AND FOLLOW THE INSTRUCTIONS'. It lists three steps, each with a green checkmark indicating completion:

- Step 11A - Permission to Register for Mentoring** (10 pts)
- Step 11B - APPLYING FOR YOUR TTP THROUGH TIMS PDE - READ AND FOLLOW THE INSTRUCTIONS** (10 pts)
- Step 11C - REQUIRED QUIZ - If you did not answer TRUE to each question, do not submit the quiz. Go back and fix your submission to Canvas and TIMS then take the quiz again.** (9 pts)

### Step 11A

- Give permission to register you for the mentoring by checking true.

### Step 11B

- Print the [Check Sheet for Applying for the Temporary Teaching Permit \(TTP\)](#), read, and follow the instructions. You will find the check sheet in step 11B.
- Create a [TIMS account](#) and complete the application or use an existing account. Apply for your TTP via TIMS.
- Print the [Temporary Teaching Permit Verification Form](#) and secure the superintendent's signature.
- [Request an official undergraduate transcript be sent to PDE.](#)

### Upload to your TIMS Dashboard:

- Scan your American Board Scores and Passport to Teaching (the Certificate from the American Board) into one document
- Completed and signed [Temporary Teaching Permit Verification Form](#)

### Upload to Canvas 11B

- Completed and signed [Temporary Teaching Permit Verification Form](#)
- [Check Sheet for Applying for the Temporary Teaching Permit \(TTP\)](#)

### Step 11C

- Follow the instructions to take the final quiz.

**Step 12**

- Retrieve Temporary Teaching Permit from TIMS and upload a copy into #12 Canvas Professional Development
- Mrs. Beverina-Moore will register for EDUC 640 Mentoring for ABCTE

**Steps 13 and 14**

- Attend required Zoom orientation and meet your university supervisor
- Start the 60 days of consecutive full-time, full day teaching on the next available start date
- Submit required assignments in Canvas

**Step 15**

- When you finish all requirements, go into [TIMS](#) and apply for your Instructional 1 Teaching Certificate.