

## Applying for Instructional I Certification ABCTE Candidates

- Sign into TIMS with your username and password
- Go to Application
  - ✓ Click new credential application
- Select Credential Type
  - ✓ Pick Instructional I
    - Select your subject area
- Answer 3 questions below
  - ✓ Adding new credential through testing – No
  - ✓ Will PA Institution verify that you meet certification requirements – Yes
  - ✓ Are you an active duty member of armed forces – Yes or no
  - ✓ Click continue
- Answer the 7 background questions
  - ✓ Verify you answered the questions correctly
- Step 2 - Demographic Details – check to make sure it is correct – click next
- Step 3 – Education Details
  - ✓ Add New
    - Search for Point Park University
    - Pick Mrs. Beverina-Moore
    - Did you receive a degree – No
    - Education Preparation Program – Yes
    - Add educator program – subject area pops up
    - Program level – Post Bac – Traditional
    - Start date – first day of attendance at Point Park University and the last day of attendance at Point Park University
    - Enter GPA – Look on Point Web
    - Save
  - Step 4 – Certification Program Provider Survey – Please complete
    - ✓ Point Park University is the Certification Program Provider
- Step 5 – Certification Details – Show existing certifications
  - ✓ Do you hold out of state certification? Yes or no
- Summary – Review the summary
  - ✓ You do not need to submit or take any additional test because you passed the American Board Content Test and the American Board Professional Teaching Knowledge and it should be on file at PDE - No additional testing needed
  - ✓ Code of Conduct – Verify
  - ✓ Proceed to next page - Payment – by credit card (no American Express)
  - ✓ Submit – says pending application
- Continue to monitor TIMS website – Your Instructional I Certificate will be delivered in TIMS
- It could take up to 10 weeks for PDE to process your application