

Applying for ESL Program Specialist Certification

It is the participant's responsibility to apply to the Pennsylvania Department of Education for ESL Program Specialist Certification once the participant has completed all six courses required for certification. The participant can then begin the process for applying for your ESL Program Specialist Certification online.

When applying online, the application process requires an account in the Teacher Information Management System (TIMS) with PDE. TIMS applicants will no longer be able to log in with their PA login username and password. Users will need to register a Keystone Login account and use that to log into TIMS. If you do not have a Keystone Login, click on the link below or copy and paste link into your browser to create your Keystone Login Account.

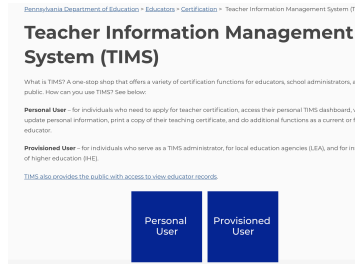
<https://keystonelogin.pa.gov/Account/Register?redirect=https://www.mypdeapps.pa.gov/wfTIMS.aspx?registered=1>

Once you have created an account, log into the TIMS system, please follow the directions below to apply for ESL Program Specialist Certification. Please note that PDE charges a fee for all add-on certificates. See more information in Step 16 below.

To start your application for ESL Program Specialist Certification, click on the link below or cut and paste the link in your browser.

<https://www.education.pa.gov/Educators/Certification/Pages/TIMS.aspx>

1. Click on Personal User

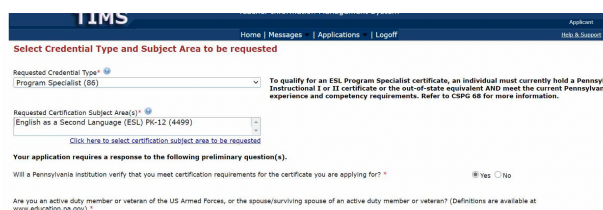


2. Click on "Visit this page to login to TIMS"

3. Log in using your Keystone username and password.

4. Once you are logged into the system, Click on the New Credential Application button in the middle of the page on the left side.

5. Select the "Program Specialist" credential type and then click on the link to select certification subject area to be requested. Check the box next to English as a Second Language and click the button to include this certificate. Answer "Yes" to the question "Will a PDE-approved teacher education or other certification program in Pennsylvania verify that you meet requirements for the certification for which you are applying?" Then, click continue.



6. Complete the Background Questions and check the Affidavit box on the bottom left of the Background page and continue to next page by clicking the Next button on the top right side of the page.
7. Review the Demographic Details and continue to next page by clicking the Next button.
8. Click "Add New" and Search for Intermediate Unit One in the search box. Be sure to select IU1 so that they will receive your submission and to verify program completion electronically.
9. Select the Contact Official from the drop down which should be the following: First Name: Jenny Last Name: Lent – Phone: 7249383241 – Email Address: jenny.lent@iu1.org. The address for IU1 is One Intermediate Unit Drive, Coal Center, PA 15423.
10. Answer "Yes" to the question: "Have you successfully completed the PDE Approved Program Specialist Program at this institution?" and click save.
11. Click the link at the bottom right of the Education Details page to add the Program Specialist Preparation Program complete and continue to next page.
12. Complete Survey and continue to the next page (all questions must be answered to continue).
13. View your Certification Details and continue to the next page.
14. View Proof Item Details and continue to the next page.
15. Complete Code of Conduct at bottom left of Summary page and Proceed to Submit at bottom right of page.
16. Select your method of payment and Submit application.
 - a. *PDE charges a fee for all add-on certificates.* Certification fees can be found online at: <https://www.education.pa.gov/Educators/Certification/FeesForms/Pages/Application-Fees.aspx>
 - b. You can pay this fee online through TIMS when you apply for this certificate or send a money order (made payable to the “Commonwealth of Pennsylvania”) to Bureau of Teacher Certification and Preparation, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333.
17. Print the coversheet and mail it in with money order if you did not pay by credit card.
18. Your application process has now been submitted and will be reviewed for approval.
19. Upon approval of your certification, you can access and print a copy of your certificate by accessing your TIMS dashboard.

Congratulations on completing the IUI ESL Program Specialist Certification!!