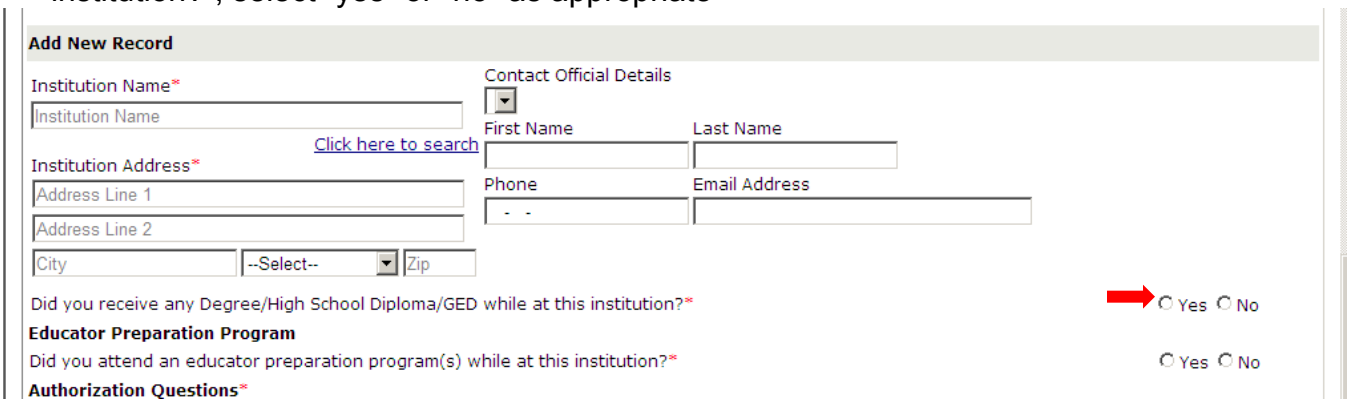
Question: My College is not able to view or approve my application. How can I be sure that my Pennsylvania Approved Educator Preparation Program will be able to review and approve my application?

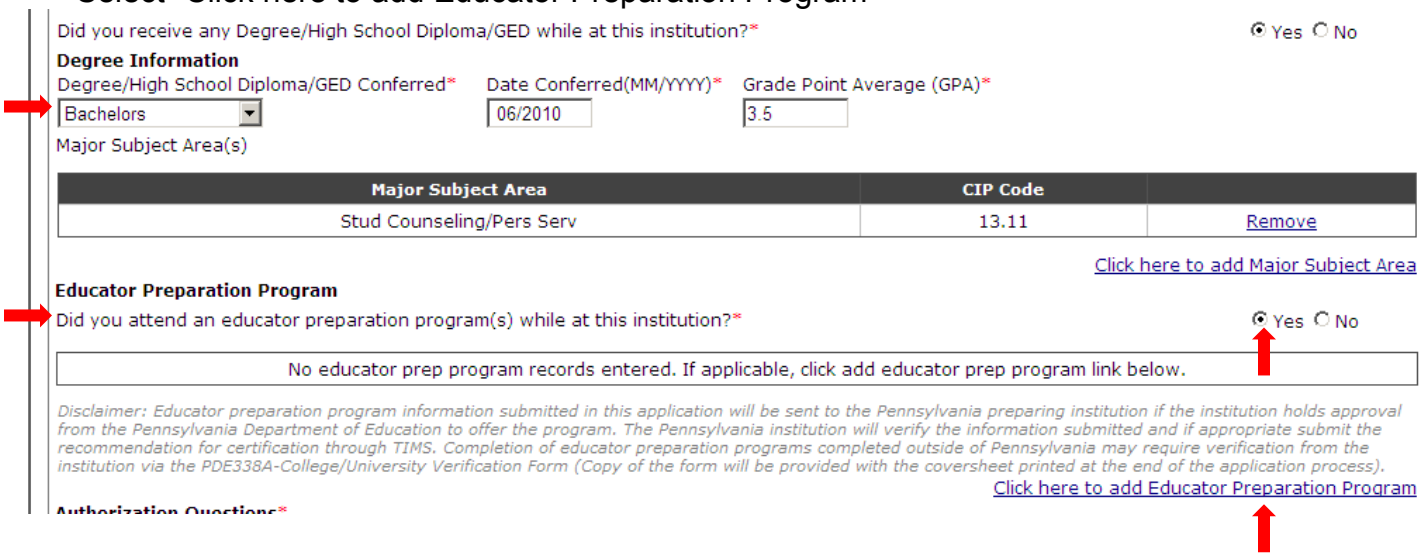
Select "yes" for the question **"Did you attend an educator preparation program while at this institution?"** This links your application to the Approved Educator Preparation Program so that the institution can review and approve your application. **Answer "yes" to the Authorization Questions** at the bottom of the page, giving your permission for the institution to review your application.

When completing the Education tab of the application,
It is important that you complete the institution selection after selecting the "Add New" button.

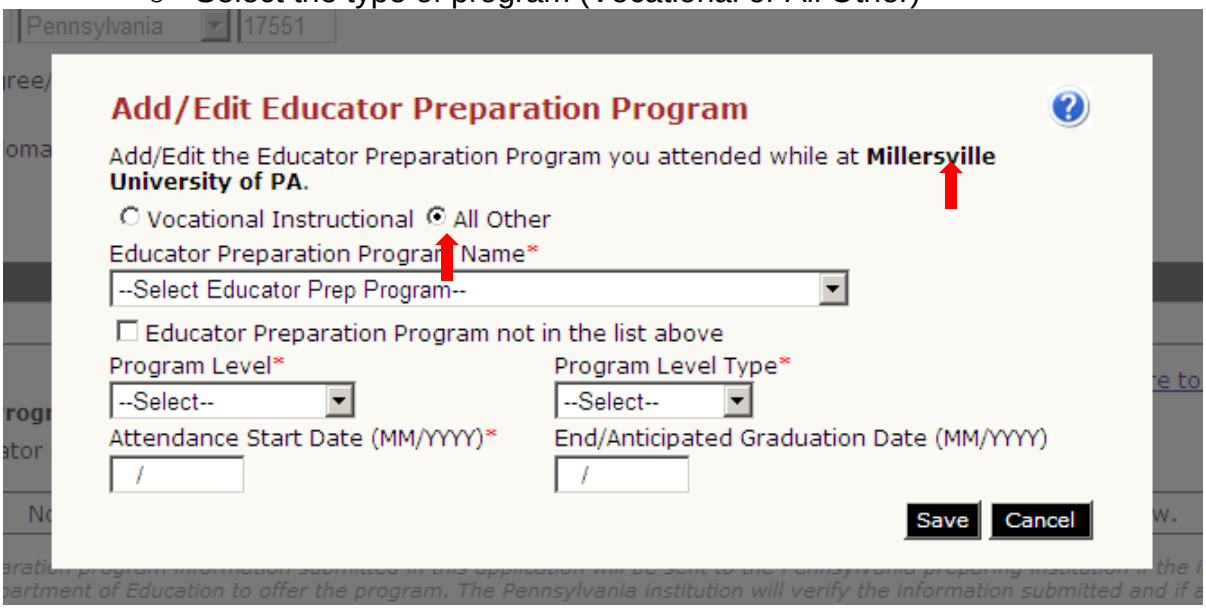
- For the next question "Did you received any Degree/High School Diploma/GED while at this institution?", select "yes" or "no" as appropriate



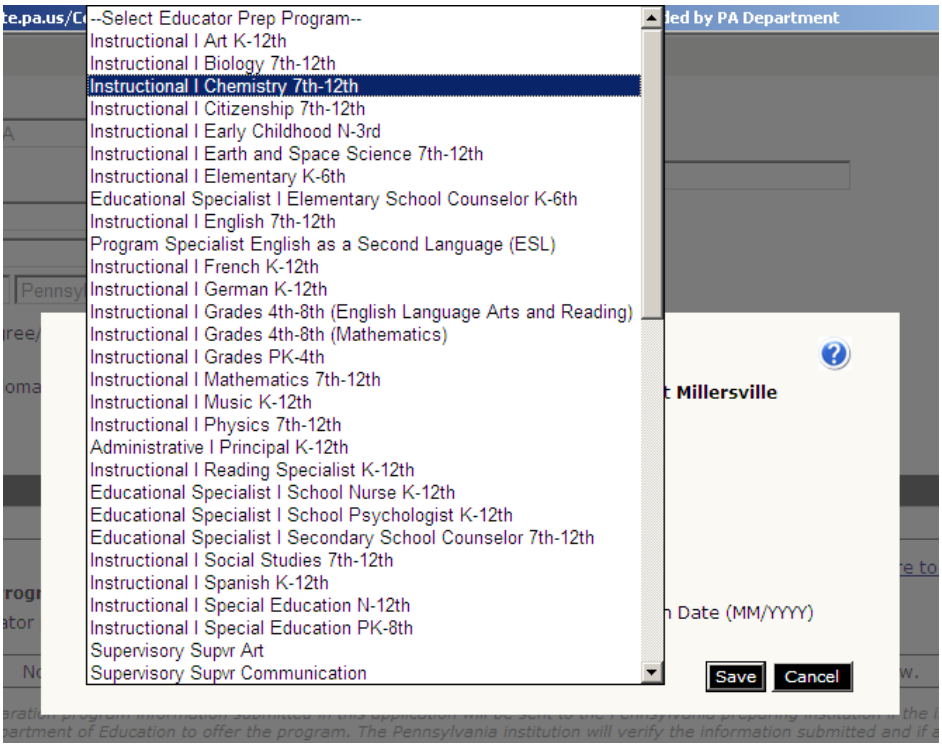
- If you select “yes” that you were awarded a degree while at this institution, it will expand and allow you to enter the degree, the date conferred, the GPA and the selection of the major subject area that most closely identifies the content of your degree program.
- You **MUST select “yes” to the question “Did you attend an educator preparation program while at this institution?”** to complete the link to the Approved Educator Preparation Program.
    - Missing this step or saying “no” to the question will prevent your application from being reviewed and approved by the Approved Educator Preparation Program.
- Select “Click here to add Educator Preparation Program”



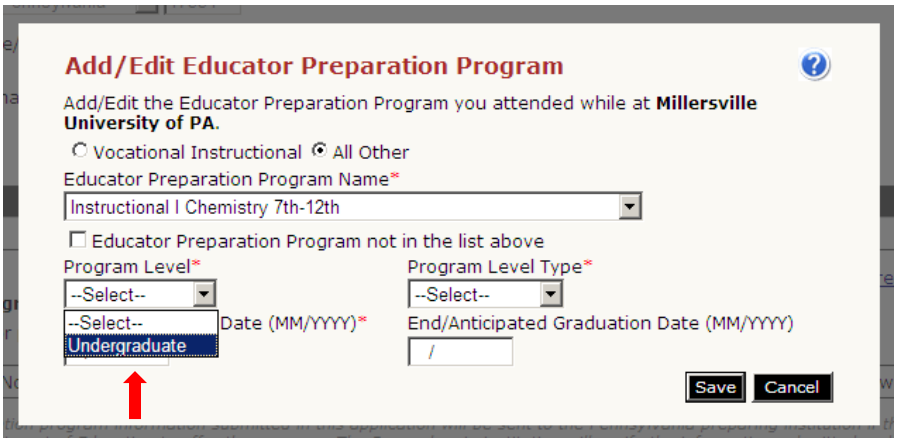
- It is important that you **complete** this screen in it's **entirety**
    - The screen affirms the name of the institution
    - Select the type of program (Vocational or All Other)



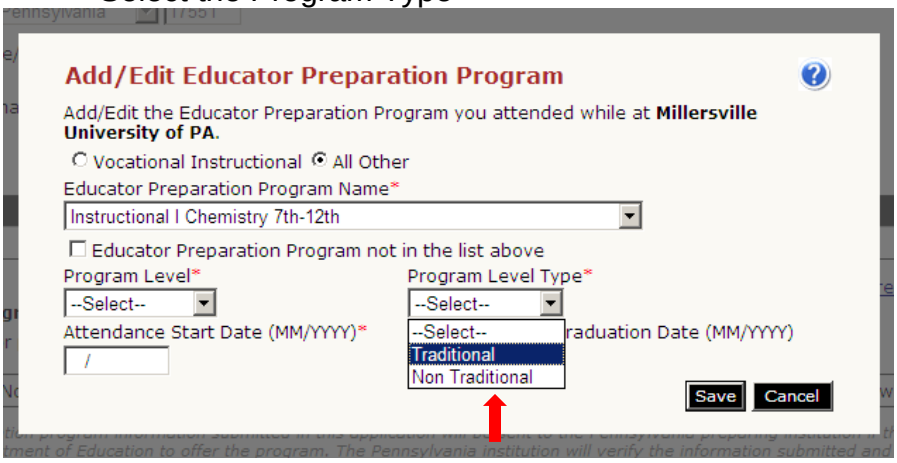
- Select the certification program in which you are enrolled or have completed



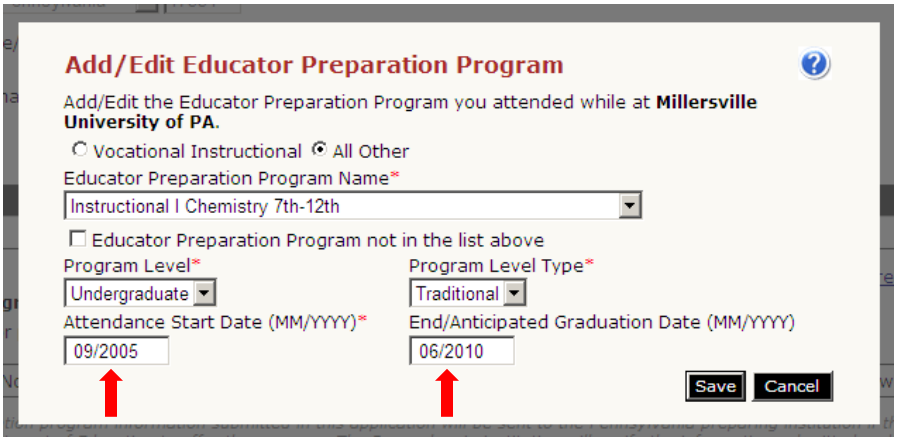
- Select the Program Level
  - If you are in a graduate program and the level **does not** appear in the drop down, it is **critical** that you select the **closest program level available**. Without this choice, the program will not be linked to the Approved Educator Preparation Program and they may not be able to review your application for certification.



- Select the Program Type



- Record the attendance dates


Add/Edit Educator Preparation Program
Add/Edit the Educator Preparation Program you attended while at Millersville University of PA.
Vocational Instructional
All Other
Educator Preparation Program Name*
Instructional I Chemistry 7th-12th
Educator Preparation Program not in the list above
Program Level*
Undergraduate
Program Level Type*
Traditional
Attendance Start Date (MM/YYYY)*
09/2005
End/Anticipated Graduation Date (MM/YYYY)
06/2010
Save
Cancel

- Verify the Educator Preparation Program
  - If not correct, select “Remove” or “Edit”

Did you receive any Degree/High School Diploma/GED while at this institution?* ◉ Yes ○ No

Degree Information

Degree/High School Diploma/GED Conferred* Bachelors | Date Conferred(MM/YYYY)* 06/2010 | Grade Point Average (GPA)* 3.5

Major Subject Area(s)

Major Subject Area	CIP Code	
Stud Counseling/Pers Serv	13.11	Remove

Click here to add Major Subject Area

Educator Preparation Program

Did you attend an educator preparation program(s) while at this institution?* ◉ Yes ○ No

Educator Prep Program Name	Program Level	Program Level Type	Attendance Start Date	End/Anticipated Graduation Date		
Instructional I Chemistry 7th-12th	Undergraduate	Traditional	09/2005	06/2010	Edit	Remove

Disclaimer: Educator preparation program information submitted in this application will be sent to the Pennsylvania preparing institution if the institution holds approval from the Pennsylvania Department of Education to offer the program. The Pennsylvania institution will verify the information submitted and if appropriate submit the recommendation for certification through TIMS. Completion of educator preparation programs completed outside of Pennsylvania may require verification from the institution via the PDE338A-College/University Verification Form (Copy of the form will be provided with the coversheet printed at the end of the application process).

Click here to add Educator Preparation Program

- Answer “yes” to both of the Authorization Questions to give permission for the Approved Educator Preparation Program to review your application.

Degree Information

Degree/High School Diploma/GED Conferred* Bachelors | Date Conferred(MM/YYYY)* 06/2010 | Grade Point Average (GPA)* 3.5

Major Subject Area(s)

Major Subject Area	CIP Code	
Stud Counseling/Pers Serv	13.11	Remove

Click here to add Major Subject Area

Educator Preparation Program

Did you attend an educator preparation program(s) while at this institution?* ◉ Yes ○ No

Educator Prep Program Name	Program Level	Program Level Type	Attendance Start Date	End/Anticipated Graduation Date		
Instructional I Chemistry 7th-12th	Undergraduate	Traditional	09/2005	06/2010	Edit	Remove

Disclaimer: Educator preparation program information submitted in this application will be sent to the Pennsylvania preparing institution if the institution holds approval from the Pennsylvania Department of Education to offer the program. The Pennsylvania institution will verify the information submitted and if appropriate submit the recommendation for certification through TIMS. Completion of educator preparation programs completed outside of Pennsylvania may require verification from the institution via the PDE338A-College/University Verification Form (Copy of the form will be provided with the coversheet printed at the end of the application process).

Click here to add Educator Preparation Program

Authorization Questions*

***NOTE:** This gives ONLY the Pennsylvania Approved Educator Preparation Program entity that you have entered above the authorization to view the information. If you need a Pennsylvania Educator Preparation entity to vertify your attendance/completion of a program for the certificate type and subject area you are requesting on this application, you must answer "yes" to these questions.*

I authorize the listed institution to view my certification test scores which are part of my certification file held by the Pennsylvania Department of Education. By indicating yes, I understand that I give permission to the selected higher education institution to view all tests scores held by the Department related to my application. The institution will be able to see all test scores held in my certification record with the Department of Education related to this application. ○ Yes ○ No

I authorize the listed institution to view my current application in its entirety. By indicating yes, I understand that I give permission to the listed higher education institution to view my current certification application held by the Department. The institution will only be able to view this particular application but will not be able to make changes to any areas that are not completed by the institution. ○ Yes ○ No

Save Cancel