

Question: Educational Specialists and Administrative candidates do not complete a student teaching, they complete a practicum. How do I verify practicum completion in TIMS? How do I correct the program type or program level submitted?

On the “Educator Preparation Program affirmation details screen”, the practicum completion/verification for credentials that require a practicum instead of a student teaching can be completed in TIMS by


- saying “yes” to the question “Do you affirm that the applicant successfully completed the student teaching indicated above?”
- adding the note that they “completed practicum” in the comments field

Educator Preparation Program affirmation details
The Applicant has indicated attendance of the following educator preparation program(s) at your institution.

Degree Conferred	Conferred Date	GPA	Educator Preparation Program Attended	Program Type	Attendance Start Date	End Date
Masters	12/2011	3.9	Educational Specialist I Elementary School Counselor K-6th	Undergraduate-Traditional	08/01/2009	12/31/2011

Do you affirm that the applicant enrolled in the educator preparation program(s) indicated above? *

Yes No If can't affirm enter the reason why

Do you affirm that the applicant successfully completed the student teaching indicated above? * 

Yes No If can't affirm enter the reason why

Do you affirm that the applicant successfully completed the educator preparation program(s) indicated above? *

Yes No If can't affirm enter the reason why

Do you affirm applicant's Grade Point Average (GPA) ? *

Yes No If can't affirm enter the reason why

Was the academic program(s) listed above an approved alternative route to certification? *

Yes No

Any other comments

Additionally, if the program type is not correct, please

- say “yes” to the “Do you affirm that the applicant successful completed the educator program indicated above?”
- adding the note to correct the program type or program level if it is not currently correct

Educator Preparation Program affirmation details

The Applicant has indicated attendance of the following educator preparation program(s) at your institution.

Degree Conferred	Conferred Date	GPA	Educator Preparation Program Attended	Program Type	Attendance Start Date	End Date
Masters	12/2011	3.9	Educational Specialist I Elementary School Counselor K-6th	Undergraduate-Traditional	08/01/2009	12/31/2011

Do you affirm that the applicant enrolled in the educator preparation program(s) indicated above? *

Yes No If can't affirm enter the reason why

Do you affirm that the applicant successfully completed the student teaching indicated above? *

Yes No If can't affirm enter the reason why

Do you affirm that the applicant successfully completed the educator preparation program(s) indicated above? *

Yes No If can't affirm enter the reason why

Do you affirm applicant's Grade Point Average (GPA) ? *

Yes No If can't affirm enter the reason why

Was the academic program(s) listed above an approved alternative route to certification? *

Yes No

Any other comments