



Your Career in Education:

***7 Steps to Teacher Certification***

# Steps to Your Teaching Career

- 1. Admission to Point Park University
- 2. Application to Teacher Certification Program
- 3. Enrollment in Teacher Certification Program
- 4. Application for Student Teaching Practicum and Seminar
- 5. Enrollment in Student Teaching Practicum and Seminar
- 6. Application for Graduation
- 7. Application for Pennsylvania Certification

# Step 1:

## Admission to Point Park University

- **Obtain “Undeclared” Program Guide**
  - Verify accuracy of your transcripts & Advanced Standing Evaluation (ASE)
- **Identify your advisor(s); 7<sup>th</sup> Floor AH**
- **Schedule conference with your advisor**
- **Obtain and read Teacher Certification Handbook and discuss with advisor during conference**
- **Maintain personal file of all your paperwork**

# Step 1:

## Admission to Point Park University

- Upon admission, you are **UNDECLARED** which means you are:
  - Admitted to Point Park for study
  - Assigned an advisor from Education & Community Services Department
  - **NOT** admitted to Teacher Certification Program until you met **ALL** requirements
  - Permitted to enroll in courses until you meet all requirements

# Step 1:

## Admission to Point Park University

- Enroll in Core courses
- Enroll in required General Department courses as available
- Enroll in Elective courses as available
- Strive for overall cumulative 3.0/B QPA
- Accumulate 48 course credits

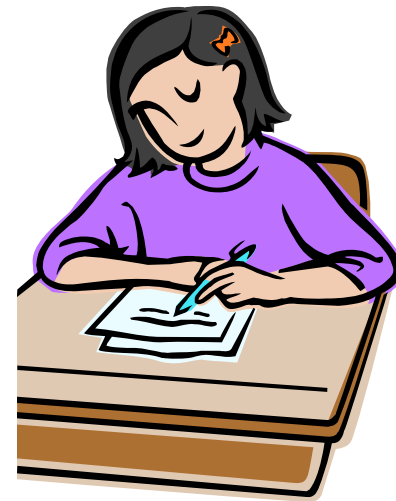
# The Law and Pennsylvania Teacher Certification Requirements:

- **Pennsylvania Department of Education Commonwealth Requirements:**
  - **Title 22 – Education: Chapter 49  
Certification of Professional Personnel**
  - **Title 22 – Education: Chapter 354  
Institutional Preparation of Professional Educators**
  - **Visit the website:**  
**<http://www.teaching.state.pa.us/teaching/site/default.asp?g=0>**

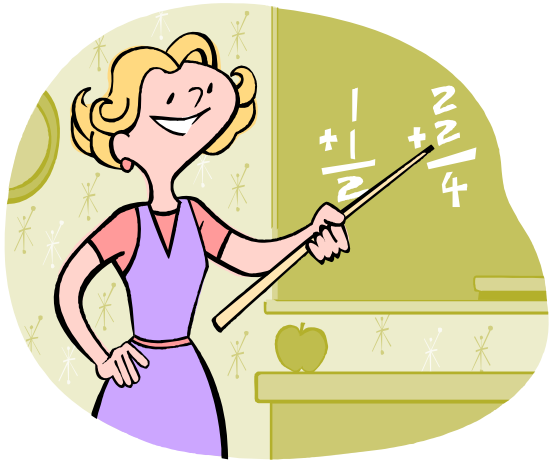
## Step 2:

# Application to Teacher Certification Program

- **Complete 48 credits with 3.0/B overall cumulative QPA, including:**
- **Complete 6 credits in English:**
  - ENGL 150 or 151 English Composition I,II and
  - ENGL 250 or 251 English Literature I,II

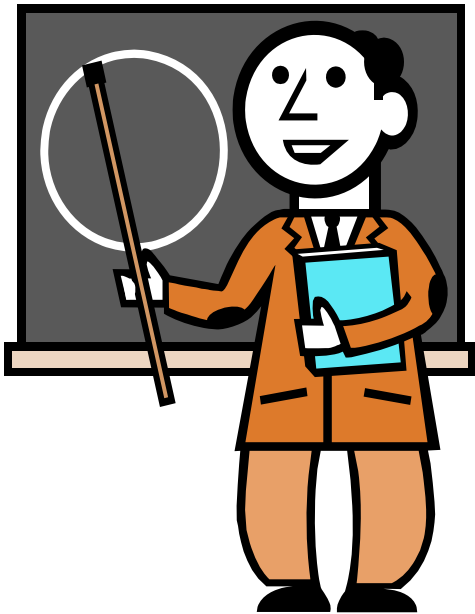


# Step 2: Application to Teacher Certification Program



- **Complete 6 credits in Mathematics:**
  - MATH 150 Mathematical Experience
  - MATH 155 General Mathematics
  - Secondary students will need at least 6 Math credits based on their Program Guide

# Step 2: Application to Teacher Certification Program



- Complete 9 credit professional education sequence with 3.0/B QPA:
  - EDUC 225 Diagnostic Teaching
  - EDUC 226 Social Foundations of Education
  - EDUC 228 Educational Psychology

## Step 2:

### Application to Teacher Certification Program

- **Complete and document negative Tuberculin test**
- **Obtain Act 34 Criminal Record Clearance; annual update required**
- **Obtain Act 33/151 Child Abuse Clearance; annual update required**
  - **Out of state students need additional Clearances**

## Step 2:

# Application to Teacher Certification Program

- Continue compilation of credentials:
  - Clearances
  - PRAXIS scores
  - Transcript
- Take online tutorial, use review and practice resources and study for PRAXIS Exams



## Step 2:

### Application to Teacher Certification Program

- Continue to study and prepare for PRAXIS Exams
- Register for, take and pass 3 PRAXIS Exams:
  - 0710 Pre-Professional Skills – Reading
  - 0720 Pre-Professional Skills – Writing
  - 0730 Pre-Professional Skills – Mathematics

# Difficulties with PRAXIS exams?

- Register for a refresher course such as:
  - MATH 165 Basic Algebra; MATH 175 Elementary Statistics
  - ENGL 304 Advanced Oral Communications; ENGL 307 Creative Writing;
- Schedule tutoring session with Program for Academic Success (PAS) Office at 412-392-3870
- Visit Educational Testing Service (ETS) website at [www.ets.org](http://www.ets.org) for tips and other resources

## Step 2:

# Application to Teacher Certification Program

- **Pass PRAXIS Exams before enrolling in:**
  - 0710 Pre-Professional Skills – Reading
    - Prerequisite for EDUC 316 Developmental Reading and EDUC 321 Reading in Content Areas
  - 0720 Pre-Professional Skills – Writing
    - Prerequisite for EDUC 311 Language Arts and Creative Storytelling and EDUC 321 Reading in Content Areas
  - 0730 Pre-Professional Skills – Mathematics
    - Prerequisite for EDUC 310 Methods of Math

## Step 2:

# Application to Teacher Certification Program



- **Schedule, conduct and document 10 hours of classroom observations**
- **use approved observation format; 4 Domains based on Danielson's Framework**
- **use various observation methods to gain additional knowledge and skills**

## Step 2:

### Application to Teacher Certification Program

- Continue compiling credentials for the Professional Portfolio based on 4 Domains and 22 Components of Danielson's Framework:
  - 1. Planning, Preparation and Assessment
  - 2. The Classroom Environment
  - 3. Instruction and Communication
  - 4. Professional Responsibility

## Step 2:

### Application to Teacher Certification Program

- File Change of Major form with advisor to request change from undeclared to declared status
  - Provide copy of current Clearances
  - Document passing Pre-Professional PRAXIS scores
  - Provide copies documenting 10 hours of classroom observations

# Step 2:

## Application to Teacher Certification Program

- When all requirements are met, then your admission to the Teacher Certification Program is official. You are no longer “Undeclared.” You have “Declared” your desire to be certified as a teacher in Pennsylvania:
  - Early Childhood Education
  - Elementary Education
  - Secondary:
    - Biology
    - Citizenship
    - English
    - Mass Communications
    - Mathematics



## Step 3:

# Enrollment in Teacher Certification Program

- **Maintain cumulative 3.0/B QPA**
- **Schedule and pass PRAXIS Exams based on certification area sought**
- **Continue documenting classroom observations**
- **Continue appropriate course work**

## Step 3:

### Enrollment in Teacher Certification Program

- **Renew Clearances; annual update required**
- **Complete all department general and major course requirements with a 3.0/B QPA or better; naturally better is better!**

## Step 3:

### Enrollment in Teacher Certification Program

- **Continue compilation of credentials and the Professional Portfolio based on 4 Domains of Danielson's Framework**
- **Complete classroom observation hours**
  - **150 hours for non-transfer students**
  - **75 hours for transfer students**
  - **50 hours for post-baccalaureate students**
  - **Observe in diverse settings when possible**

## Step 4:

### Application for Student Teaching Practicum and Student Teaching Seminar

- **Attend Pre-Student Teaching Orientation the semester before registering for:**
  - EDUC 424 Student Teaching Practicum
  - EDUC 432 Student Teaching Seminar
    - Meets 1 time per week from 4:30-7:00 pm
- **Obtain and read Student Teaching Handbook**
- **Schedule conference with Director of Clinical Experiences to ensure all requirements are met**

## Step 4:

Application for Student Teaching Practicum and Student Teaching Seminar

- **Completed Application for Student Teaching Practicum**
- **Passing scores on 3 Pre-Professional PRAXIS exams**
- **Scores for 1 or 2 Academic Content Area PRAXIS exams; MUST be taken before admission to Student Teaching**

## Step 4: Application for Student Teaching Practicum and Student Teaching Seminar

- **Completed Application for Student Teaching Practicum**
- **Passing scores on 3 Pre-Professional PRAXIS exams**
- **Scores for 1 or 2 Academic Content Area PRAXIS exams**
- **Transcript with 3.0/B QPA**
- **Documented observation hours**
- **Successful completion of all coursework**

## Step 5:

# Enrollment in Student Teaching Practicum and Student Teaching Seminar

- Complete registration for:
  - EDUC 424 Student Teaching Practicum
    - and all related requirements
  - EDUC 432 Student Teaching Seminar
    - and all related requirements
- Explore substitute teaching opportunities
- Identify available teaching positions

## Step 5:

### Enrollment in Student Teaching Practicum and Student Teaching Seminar

- Polish resume, credentials and Professional Portfolio; have someone review and critique these items for improvement
- Write a cover letter and have someone review and critique it for improvement
- Make an appointment with Office of Career Development to assist in preparing materials.

## Step 6:

# Apply for Graduation from Point Park University

- Obtain Application for Graduation, complete and submit it to Registrar's Office on time!
- Pay all outstanding, unpaid, overdue processing, tuition, registration and activity fees



## Step 7:

# Apply for Pennsylvania Certification



- **ALL required PRAXIS exams MUST be passed BEFORE applying for teacher certification**
- **No exceptions!**

## Step 7:

# Apply for Pennsylvania Certification



- **Obtain application packet for PA Department of Education Certification from Education Department**
  - Fulfill all requirements accurately and completely
  
- **File application form and fee via money order with Education Department**

# Your Next Steps to Success:

- Be an early bird!
- Sign up today for an appointment to register
- Be punctual
- Be prepared
- Be professional

