

Applying for an Administrative, Supervisory or Superintendent Credential

- If you hold a comparable certificate from another state, an electronic or scanned copy of your state certificate may be uploaded into the TIMS application
 - When available, include the official state URL for verification of the current status of each license, and

Example: Pennsylvania's credential verification site URL is www.teachercertification.pa.gov

- Provide your unique educator identification number or other identifier needed to verify your credential

Example: Pennsylvania's credential verification site is www.teachercertification.pa.gov and the Professional Personnel ID (PPID) number is the unique identifier for Pennsylvania

- Submit **all relevant** undergraduate and graduate transcripts in college-sealed, unopened envelopes from preparation program providers. When applicable, these will be used to verify:
 - Bachelor's degree conferral
 - Program completion and/or required coursework for certification
 - Field experience/practicum
- Submit one [Education Preparation Program Verification Form](#) (PDE 338 A) for each preparation program completed as evidence of program completion and Practicum experience. PA approved preparation programs are verified electronically through TIMS.
- Submit one [Verification of Experience Form](#) (PDE 338V) for each employer as proof of completion of required experience. PA experience will be verified electronically through TIMS. Details of required work experience can be found on under [Administrative/Supervisory](#).
- Confirm that the [required content area test score](#)(s) have been reported to the Pennsylvania Department of Education directly from the test administrator – ETS, ACTFL, or ES Pearson.
- Complete and submit the application in [TIMS](#) for a comparable Pennsylvania certificate
- Electronic payment accepted in TIMS