Holds A National Board for Professional Teaching Standards Credential:

- Submit official transcripts in college-sealed, unopened envelopes showing Bachelor's degree conferral from an accredited United States college or university

- Upload a copy of your state certificate into the TIMS application or mail with the TIMS cover sheet

- Submit a notarized copy of the National Board credential(s)

- Identify the comparable Pennsylvania certificate for which you will be applying (see Types of Certificates document)

**Special Note:** If applying for a certification in Special Education you must first hold or submit a separate application for one of the following areas that match the grade span of the certification being requested (PK-8 or 7-12) – other credential areas are NOT accepted (i.e., music, art, health):

  - Grades PreK-4 (PK-4)
  - Grades 4-8 (4-8)
  - Reading Specialist (K-12)
  - Secondary (7-12)

- Complete and submit the application in TIMS for a comparable Pennsylvania certificate

  - Electronic payment accepted in TIMS