

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