Steps for a PA Teacher Certification at Kutztown University
Specializing in Secondary Education

I. First Year Enrollment at KU – Background Clearances Submitted on TaskStream

Accepted students must complete the following Pennsylvania clearances and submit them on TaskStream (https://www.taskstream.com/pub/) before their first semester at Kutztown University. All submitted clearances are valid until Student Teaching.*

1. Pennsylvania State Criminal History Record – Act 34 (http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx)
   - Apply online at PATCH. Results are immediate.
   - Fee payable to the Commonwealth of Pennsylvania.
   - Fee payable to Cogent Systems.
   - Be sure to choose the Cogent Systems “Pennsylvania Department of Education (PDE)” fingerprint form. Registration numbers beginning with “PAE” will be the only registration numbers accepted at Kutztown University. Results take 3+ weeks.
   - Forms can be found in the Clinical Experience and Outreach office (224 Beekey Education Building, KU) or at the Pennsylvania Department of Public Welfare office.
   - Complete and mail the form with a money order to the Department of Public Welfare. Results may take 3-7 weeks.
4. TB Test Results (http://www2.kutztown.edu/about-ku/administrative-offices/health-and-wellness-services/clinical-services/tb-testing.htm)
   - Students may obtain a TB test for $10.00 at the Health and Wellness Center.
   - Students may choose to have their family physician administer the TB test. Results must be printed on a script pad and your name must appear on the script.
5. Arrest/Conviction Report – Act 24
   - Available in the Department of Secondary Education office or the Clinical Experience and Outreach office.
   - There is no charge to complete this form.
*Students must keep all original background checks. NEVER relinquish your original clearances.*

II. Declare Your Secondary Education Content Area

1. Before admittance to the Department of Secondary Education, students must declare a content area for certification. Content areas are as follows:
   - English
   - Mathematics
   - Mathematics & Physics Dual Certification
   - Modern Languages – K-12 (German or Spanish)
   - Sciences (Biology, Chemistry, Earth & Space Science, General Science, or Physics)
   - Social Studies

Or students can declare one of the following Secondary Education/Special Education 7-12 Dual Certificates:
   - Secondary Education/Special Education-Biology
   - Secondary Education/Special Education-Earth & Space Science
   - Secondary Education/Special Education-English
   - Secondary Education/Special Education-General Science
   - Secondary Education/Special Education-Mathematics
   - Secondary Education/Special Education-Modern Languages K-12 (German or Spanish)
   - Secondary Education/Special Education-Social Studies

2. Students will be assigned two advisors—a Secondary Education advisor and an advisor in their content area.

III. Prior to Teacher Candidacy

1. Students should take the following introductory Education courses:
   - EDU 100-Perspectives of American Education
   - SPU 201-Cognitive Development
   - ITC 321-Instructional Technology in Education

IV. Complete All Requirements for Teacher Candidacy

1. Prior to reaching the Teacher Candidacy 48-credit mark, students should have completed:
   - One English Composition course (ENG 023, 024 or 025)
• One English Literature course
• Two College level Mathematics courses
• Acquire a 3.0 GPA
• 40 hours of Education Exploration submitted on TaskStream
  (http://www2.kutztown.edu/academics/colleges-and-departments/education/departments/secondary-education/undergraduate-programs/education-exploration.htm)
• Passing scores on the Pre-service Academic Performance Assessment (PAPA) exams (http://www.pa.nesinc.com/) with a 220 in each section or a composite score of 686
  OR
  Passing scores on the ETS Core tests with a 156 in Reading, a 162 in Writing, and a 150 in Math or a composite score of 475
  OR
  A composite score of 1550 on the SAT tests with no section less than 500
  OR
  A composite score of 23 on the ACT tests, accompanied by a combined English/Writing score of 22 and a Math score of 21
• Apply for Teacher Candidacy on TaskStream

V. After Achieving Teacher Candidacy and Prior to Clinical Experience (Student Teaching)

1. Complete the following Secondary Education clinical courses with a grade of B- or higher:
   • Sophomore Year
     SEU 312-Principles of Learning
     And
     SEU 313-Principles of Learning Clinical Lab*
   • Junior Year
     SEU 343-Principles of Teaching
     And
     SEU 343-Principles of Teaching Clinical Lab*
   • First Senior Semester
     SEU 321, 322, 323, 325 or 410-Methods in Content Area*
   • Register for Praxis II in content area and submit registration to Department of Secondary Education office.

*Field hours are imbedded in courses. Students gain experience in a middle school during SEU 313. Students gain experience in a high school in SEU 343.
VI. Clinical Experience (Student Teaching)

1. Register for Student Teaching during your junior year.
   - Attend Clinical Experience registration meeting
   - Update Clearances
   - Take Praxis II in content area
   - Submit Exit Portfolio on TaskStream

VII. Graduation and Certification

1. Obtain passing scores on Praxis II in content area
2. Apply on MYKU for Graduation.
   (http://www2.kutztown.edu/about-ku/administrative-offices/registrar/graduation-information.htm)
3. Apply online for certification on TIMS site after final GPA is processed.
   (http://www.pde.state.pa.us/portal/server.pt/community/tims_%20_teacher_information_management_system/20476)