Secondary & K-12 Education Certification Info Booklet

This document is for informational purposes only and should not be interpreted as a policy document. While we make every effort to ensure accuracy, certification and testing requirements are subject to change. Candidates should verify program requirements with their program coordinators, and verify state requirements with the Department of Education for the relevant state (http://www.teachered.udel.edu/certification/state-requirements-2/). Last updated: May 2019

UD Institutional Recommendation

Overview
http://www.teachered.udel.edu/certification/institutional-recommendation/

Candidates in a teacher preparation program must complete particular requirements in order to receive institutional recommendation for certification. This institutional recommendation is noted on candidates' transcripts and is needed to apply for teacher certification in Delaware and other states.

Please Note: Institutional recommendation is not certification

Only state departments of education can issue an educator license and certificate(s). The University of Delaware communicates to state departments of education that candidates have completed their teacher preparation program and University requirements by writing "Institutional Recommendation for Certification" on the transcript. This transcript note informs state departments of education that candidates have completed a state-approved program and interstate reciprocity agreement can take effect.

Secondary & K-12 Education majors must pass the following to receive Institutional Recommendation:

Praxis Subject Assessment (Test)	*See chart below
edTPA or PPAT (Teaching portfolio assessment)	edTPA (all except World Language) – 38 or higher edTPA (World Language only) – 33 or higher PPAT – 38 or higher

Praxis Subject Assessments for Secondary Education Majors

Program	Praxis Subject Assessment(s)	DE Passing Score
Agriculture Education Majors	Agriculture 5701	147
English Education (Secondary)	English Language Arts: Content Knowledge (5038)	167
Foreign Language – Chinese	Chinese Mandarin: World (5665)	164
Foreign Language – French	French: World Language (5714)	162
Foreign Language – German	German: World Language (5183)	163

Foreign Language – Latin	Latin (5601)	152
Foreign Language – Spanish	Spanish: World Language (5195)	168
Health and Physical Education	Health and Physical Education Content Knowledge (5857)	160
Mathematics Education	Mathematics Content Knowledge (5161)	160
Music Education	Music Content Knowledge (5113)	155
Science Education – Biology	Biology Content Knowledge (5235)	157
Science Education – Chemistry	Chemistry Content Knowledge (5245)	158
Science Education –Earth Science	Earth Science Content Knowledge (5571)	150
Science Education - Physics	Physics Content Knowledge (5265)	144
Social Studies Education	Social Studies Content Knowledge (5081)	157

Registering for Praxis and Performance Assessments

Registering for Praxis Subject Assessments:
At the time of registration, you must designate where you want your test scores sent. You get 4 free copies. You must designate the University of Delaware (5811) as one of your score recipients. In addition to UD, you should designate the Delaware Department of Education and other state departments of education, which require these tests and in which you are interested in seeking certification. While UD candidates are required to pass the tests required by the state of Delaware to receive the University's institutional recommendation for certification, additional tests may be required in states other than Delaware.

Go to www.ets.org/praxis to register for these tests.

Score reports are available via your online account. You will receive an email when your score report has been posted. Scores will be accessible via your account for one year from the posting date. We recommend you save a copy of your report for your files.

General Information About Performance Assessments
UD Performance Assessment Information
http://www.teachered.udel.edu/performance-assessment/

PPAT Overview
https://www.ets.org/ppa/test-takers/teachers/about

edTPA Overview
http://www.edtpa.com/PageView.aspx?f=GEN_GettingStarted.html

Registering for Performance Assessments (edTPA or PPAT)

Register for PPAT
https://www.ets.org/ppa/test-takers/teachers/register

Register for edTPA
http://www.edtpa.com/Content/Docs/edTPARegistrationOverview.pdf

Computer Based Testing Center

The University of Delaware provides a site for the University community as well as the general public to take high-level standardized tests offered by the Educational Testing Service (ETS).

Location
The Computer Based Testing Center (CBTC) is located in Room 218 Alison Hall

CBTC Hours
Monday: 9 am - 4 pm
Tuesday: 8 am - 4 pm
Thursday: 8 am - 4 pm
Friday: 7 am - 12 noon (only on Fridays when testing is being administered; Please call ahead.)
Registering for Tests
- Register online at www.ets.org/praxis

Testing Guidelines
- Be sure to have proper identification when you arrive for your test. ID requirements vary by test, so please check with the appropriate test to determine what is needed for your test. You will not be admitted without it.

- No items are to be brought into the testing facility with you. Scratch paper and pencils are provided. Lockers are available in the CBTC lobby for you to store any personal items (food and drink, etc.), if necessary.

Additional Resources

For additional information, contact the CBTC at 302-831-6717, or the CBTC coordinator, Mary Ruth Pierce at mpierce@udel.edu.

Teacher Certification: Frequently Asked Questions

🔺**Upon graduation will I be eligible to teach in states other than DE?**
Yes, The University of Delaware's teacher education programs have received national recognition by national specialty organizations, such as National Council of Teachers of English, and have achieved "state approved program" status by the State of Delaware. The National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Reciprocity Agreement facilitates the movement of educators among the states and other jurisdictions that are members of NASDTEC and have signed the Agreement. Although there may be conditions applicable to individual jurisdictions, the Agreement makes it possible for an educator who completed an approved program and/or who holds a certificate or license in one jurisdiction to earn a certificate or license in another state or jurisdiction. It is not necessarily "full" reciprocity. The educator may have to complete additional requirements, such as additional testing and GPA requirements, before receiving a certificate in the new state. Additional information concerning the NASDTEC interstate agreement can be found at http://www.nasdtec.net/?page=Interstate .

🔺**How do I become certified to teach?**

Upon completion of one of the University of Delaware's "state approved" teacher education programs, the University will recommend you for teacher certification. This recommendation, Institutional Recommendation, will be noted on your official transcript upon program completion.

You need to apply for teacher certification through the individual states' departments of education. A directory of all of the states' departments of education is located on UD's teacher education web site at http://www.teachered.udel.edu/certification/ . Although you will not be able to complete the application process until you have completed your program of study, you should learn about the application process early in your senior year. Information about the certification process can be obtained online by clicking on the name of the state.

🔺**Do I need to take tests to become a certified teacher?**

Yes! Most states require initial applicants for teacher certification to pass required tests. However, the tests required and the passing scores vary from state to state. Some states require tests that have been developed specifically within that state, e.g., New York. However, many states require tests that are part of the Praxis Series developed and administered by the Educational Testing Service (ETS). To find out what tests are required, go to the Department of Education in each state.

🔺**Where can I go for help?**
If you have additional questions about teacher certification, you should call 831-3000 or email DCTE-cert@udel.edu

Applying for Certification in Delaware

To apply online for certification in DE go to https://deeds.doe.k12.de.us/ .

Hopefully when you took the Praxis tests you designated the Delaware Department of Education as a score recipient. Upon submission of your online application, you will be able to go into DEEDS and find whether or not Delaware Department of Education has received your Praxis scores. If they do not have your scores, but UD has them in UDSIS, contact DCTE-cert@udel.edu . If they do not have your scores and if they are not in UDSIS, you will need to contact ETS to request a copy be sent to Delaware Department of Education using reporting code R7065.

Upon completion of your degree, you need to request an official copy of your transcript be sent to the Delaware Department of Education. Please go to http://www.udel.edu/registrar/transcripts/ to review all of the instructions and to order your official transcript. When completing your application for certification, you must submit an official transcript showing that you degree was conferred. Send your transcript to the following address:

Delaware Department of Education
Certification Office
Collette Education Resource Center
35 Commerce Way, Suite 1
Dover, DE 19904

Applying for Certification in PA

You must apply online for certification in PA through <mark>TIMS</mark>

Be sure to apply as an out-of-state prepared applicant
   (Question – Will a PDE approved teacher education or other certification program in PA verify that you meet requirements for the certification for which you are applying? Answer is no.

Please read the information for out-of-state prepared candidates.

To complete the application, the following documents must be submitted.
- Official transcripts with confirmation of degree in a sealed envelope. You request official transcripts online at http://www.udel.edu/registrar/transcripts/. You should request the transcript be sent to you in a sealed envelope.
- Verification of Program Completion (PDE338). Contact DCTE-cert@udel.edu .
- If you have additional questions, contact DCTE-cert@udel.edu .

Certificates in PA
http://www.education.pa.gov/Documents/Teachers-Administrators/Certifications/Pennsylvania%20Certification/Certificates%20in%20Pennsylvania%20-%20Types%20and%20Codes.pdf

It is important to review and, if necessary, take the additional tests required for PA certification early in your senior year.

Steps to Teacher Certification in New York

Go to <mark>Pathway: Completion of a College Teacher Education Program in another U.S. State</mark>

- Search Certification Requirements

Classroom Teacher/Initial Certification
Subject Specific.
http://www.highered.nysed.gov/tcert/certificate/typesofcerts.html

Requirements for Certification
- Completion of a comparable approved program in another state
- Education – Bachelor's Degree
- Minimum 2.50 Undergraduate GPA

- New York Testing Requirements
  - edTPA (You only need to complete one but you need to check with the NY Dept. of Education to determine which edTPA would be your best option.)
  - Educating All Students test (EAS)
  - Subject Specific test(st)
  - Possible, additional tests, verify on NY website

To register, go to www.nystce.nesinc.com

- Workshops

  - Workshop - Child Abuse Identification
  - Workshop - School Violence Intervention and Prevention
  - Workshop - Dignity For All Students Act
  - Workshop - Autism (required for Special Education certification)
  - Fingerprinting – http://www.highered.nysed.gov/tsei/ospra/

<mark>Apply for certification</mark> in New York.

Upon completion of your degree, submit your official transcripts to the New York Department of Education. You can request copies of your official transcript online at http://www.udel.edu/registrar/transcripts/ .

Certification in New Jersey

Contact Information
NJ Department of Education, PO Box 500, Trenton, NJ 08625-0500
Phone: 1-877-900-6960

http://www.nj.gov/education/educators/license/
Apply for certification in New Jersey

CEAS (Traditional Route) - The Certificate of Eligibility with Advanced Standing (CEAS) is a credential issued to an individual who HAS completed a teacher preparation program and has met the basic requirements for certification including academic study and applicable test requirements. The CEAS authorizes an individual to seek and accept employment in NJ public schools requiring certification. The CEAS is issued to an individual who does NOT hold a NJ Standard certificate or has NOT completed one year of full-time teaching under a valid out-of-state instructional certificate.

Reciprocity: https://www.nj.gov/education/license/out/

APPLICANT CHECKLIST
http://www.state.nj.us/education/educators/license/tcis/checklist.pdf

YOUR APPLICATION WILL NOT BE DATED AS COMPLETE AND SENT TO AN EXAMINER FOR REVIEW UNTIL ALL REQUIRED DOCUMENTATION IS RECEIVED.

Submit payment online by credit card only.

- Submit the following documents: either US citizen **Oath of Allegiance** (or Non-US Citizen Oath of Allegiance and Non-Citizen Affidavit of Intent to Become a Citizen) , **official sealed transcript**, a **copy of test scores**, and a **verification of program completion form** (Contact DCTE-cert@udel.edu for verification of program completion form.).

- As of September 2015, NJ requires the Praxis Core Academic Skills for Educators in Reading, Writing and Math. They will accept the Praxis I tests if taken prior to September 1, 2015.

- Take all applicable Praxis II: Subject Assessment/Specialty Area test(s). See www.ets.org/praxis for tests required in NJ.

- Effective for candidates who start teaching in or after the 2017-2018 school year: Demonstrate passage of a state-approved performance assessment **OR** pass approved New Jersey performance assessment (at a later date, the Department will issue additional guidance regarding this rule)

After applying online, submit all necessary documentation together in a single packet to the following address:
> NJ Department of Education
> Office of Licensure & Credentials
> P.O. Box 500
> Trenton, NJ 08625-0500

Certification in Maryland

The state of Maryland may waive the testing requirements for certification for graduates of a state approved teacher education program that have a current license and certificate from another state, e.g., Delaware.**

Two options are outlined in this document.

Main Website
http://www.marylandpublicschools.org/about/Pages/DEE/Certification/index.aspx

Certification Fee Information
http://www.marylandpublicschools.org/about/Pages/DEE/Certification/CertFees.aspx

Contact Information
Maryland State Department of Education
200 West Baltimore Street
Baltimore, MD 21201
Phone: 410-767-0100
Toll Free: 1-888-246- 0016
info.msde@maryland.gov

MD Option 1 (Profile 2)

Out-of State Approved Program graduate; no teaching experience; no out-of-state certificate)

Information available at:
http://www.marylandpublicschools.org/about/Pages/DEE/Certification/apply/Out-of-State.aspx

Step 1
If you have not already done so, create a portal account

Step 2
If you have graduated from an out of state educator preparation program and do not have teaching experience or an out of state certificate, please submit the following:

- Official transcript(s), which must show the degree and date of conferral. Student copies in an unopened mailer are also acceptable.
- Basic Skills tests scores
- Content and Pedagogy test scores (if applicable)
- An initial application for certification
- A cover letter with your name, mailing address, last 4 digits of your social security number, date of birth, personal email address, and the area of certification you are seeking.

Step 3
Mail your complete packet to the following address:
> Maryland State Department of Education
> Certification Branch
> 200 W. Baltimore Street

Baltimore, MD 21201
OR
Document may be sent electronically to certdocuments.msde@maryland.gov

Transcripts must come to this address directly from the Institute of Higher Education or an e-transcript service. Unofficial transcripts will not be accepted.

Step 4
The Certification Branch will determine your eligibility and notify you via email

MD Option 2 (Profile 3)

(Valid certificate from another state; completion of an out-of-state approved program; met issuing state's qualifying scores to receive certificate)

Information available at: http://www.marylandpublicschools.org/about/Pages/DEE/Certification/apply/Out-of-State-Certificate.aspx

Step 1
If you have not already done so, create a portal account

Step 2
If you hold an active professional certificate from another state, have completed an educator preparation program and met the issuing state's qualifying test scores to receive certification, please submit the following:

- Official transcript(s), which must show the degree and date of conferral, if applicable. Student copies in an unopened mailer are also acceptable.
- A photocopy of your active out of state professional certificate
- Verification of test scores for the required teacher certification tests for your out-of-state professional certificate. (A photocopy of the test scores or an official verification from a state department of education will be accepted.)
- An initial application for certification
- A cover letter with your name, mailing address, last 4 digits of your social security number, date of birth, personal email address, and the area of certification you are seeking.

Step 3
Mail your complete packet to the following address:
Maryland State Department of Education
Certification Branch
200 W. Baltimore Street
Baltimore, MD 21201
OR
Document may be sent electronically to certdocuments.msde@maryland.gov

Transcripts must come to this address directly from the Institute of Higher Education or an e-transcript service. Unofficial transcripts will not be accepted.

<u>Step 4</u>
The Certification Branch will determine your eligibility and notify you via email

 **Please Note: However, in addition to becoming certified you may also need to be gain additional certification (formerly known as being "highly qualified.") For elementary and early childhood majors this could mean, taking a pedagogy test to meet their highly qualified definition. The tests in MD are Praxis II 5622: Principles of Learning and Teaching: Grades K-6 (the pedagogy test for elementary education) and Praxis II 5621: Principles of Learning and Teaching: Early Childhood (the pedagogy for Early Childhood Education). Please contact the MD Dept. of Education for more information. (Reference link: http://archives.marylandpublicschools.org/MSDE/programs/esea/docs/TQ_Regulations/general_definition.htm)

Certification in Virginia

Virginia Department of Education
Division of Teacher Education and Licensure
P.O. Box 2120
Richmond, Virginia 23218

Information about licensure in Virginia can be found at
http://www.doe.virginia.gov/teaching/licensure/index.shtml.

Information for applicants completing an out-of-state program can be found at
http://www.doe.virginia.gov/teaching/licensure/info_out-of-state_online_programs.pdf