## Requirements

<table>
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<th>If you are formally admitted to the School of Education</th>
<th>Formal Admission Requirements</th>
<th>GPA Required for Admission</th>
<th>GPA Required upon Graduation for Pennsylvania Teacher Certification*</th>
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<tr>
<td>September 1, 2003, and thereafter</td>
<td>48 earned college-level credits</td>
<td>2.8 cumulative GPA</td>
<td>3.0 cumulative GPA at completion</td>
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<td>2.8 cumulative GPA for Admission to SOE</td>
<td>A cumulative GPA of 2.8 is required for admission into the School of Education. To be eligible for Pennsylvania State Certification, students are required to achieve a GPA of 3.0 upon degree completion. Students will not be eligible for certification without meeting the State required 3.0 GPA.</td>
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<td>PAPA Pre-Service Academic Performance Assessment in Reading, Writing, and Math (<a href="http://www.pa.nesinc.com">www.pa.nesinc.com</a>)</td>
<td>Earn 3 credits each in college-level English Composition and English/American Literature (C or better)</td>
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<td></td>
<td>6 earned credits in college-level Math (C or better)</td>
<td>Two faculty recommendations and School of Education approval</td>
<td>Two faculty recommendations and School of Education approval</td>
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</tbody>
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*Applications for Admission are available on the University Web page or in room 445 ETC or at the Newtown site. You should take the PAPA Tests as early as the second semester of your freshman year.

**Candidates for undergraduate teacher certification must meet all other requirements of the Pennsylvania Department of Education for their area of certification, including passing test requirements and earning a minimum grade of "C" in student teaching.
This guide summarizes the steps that are required for any student to become a certified teacher at Holy Family University. The School of Education at Holy Family University offers Pennsylvania State certification in the following areas:

- Early Childhood PreK–4
- Middle Level 4–8
- Art K-12
- Secondary 7–12
- Special Education PreK–8

The back page lists the requirements for formal admission to Holy Family University’s School of Education’s certification programs.

1. **Application to Holy Family University**
   - Application must be made through the Admissions Office. You must complete all application materials and meet the University entrance requirements. Your preparedness to begin your certification program will be evaluated by the School of Education Compliance Specialist. If accommodations through the Americans with Disabilities Act (ADA) are requested for either program completion or PAPA or Praxis tests, please contact the ADA officer, Ms. Zoe Gingold, in the Campus Center Room 222.
   - Students whose primary language is not English may be eligible for additional testing time. Documentation certification forms can be verified and signed at Holy Family University by Dr. Roger Gee, ETC 435, 267-341-3575, rgee@holyfamily.edu.
   - Additional information regarding alternative testing arrangements can be found for Praxis tests at www.ets.org/praxis/register/disabilities/ or for PECT or PAPA tests at http://pa.nesinc.com under alternative testing arrangements.

2. **Preparing for Formal Admission**
   - You must achieve a GPA of 2.8 to be admitted into the School of Education during your junior year. You must also successfully complete, with a minimum grade of C, two mathematics courses, one English composition, and one English or American Literature course. You should work with your advisor to be prepared to meet the requirements for formal admission.

3. **Formal Admission**
   - Formal admission to the School of Education at Holy Family University requires a written application to the School of Education and evidence that you have met the state requirements for admission (see chart of education courses is contingent upon formal admission to the School of Education through this process).

4. **Maintaining Your GPA**
   - A GPA of 2.8 is required for admission into the School of Education. To be eligible for Pennsylvania State Certification, students are required to achieve a GPA of 3.0 upon degree completion. Students will not be eligible for certification without meeting the State required 3.0 GPA.

5. **Field Experiences**
   - During the freshman and sophomore years students observe in public, private, and charter schools in early childhood, elementary, and special education classroom settings. Throughout the junior year, all students participate in weekly field experiences prior to student teaching. Applications for junior practicum are available in ETC 445 or at Newtown. The deadline to apply is March 15 for a fall placement and September 15 for a spring placement.
   - Pennsylvania Law requires State and Federal criminal history records for all field placement candidates assigned to all public and private schools, intermediate units, and area vocational-technical schools. The following items are required for field experience:
     - Act 114, FBI Federal Criminal History www.pa.cogentid.com
     - Act 34, Criminal Background Check www.portal.state.pa.us/portal/server.pt?open=5&objID=44516&PageID=458621&level=2&css=L2&mode=2
     - Act 151, Child Abuse Clearance www.dps.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf
     - TB Tine Test Physician certification of tuberculin test on physician stationary
     - Act24, Arrest/Conviction Report and Certification Form (PDE-6004) http://www.psea.org/uploadedFiles/Publications/President_to_President/PDEArrestConvictionForm.pdf

6. **Student/Intern Teaching Registration**
   - In order to meet the requirements for certification, all education students must successfully complete a full semester of student or intern teaching. During this semester, students will be evaluated using the PDE 430 form and must have at least a satisfactory score in each area in order to be certified in PA. Applications for student teaching or intern teaching are available in ETC 445 and at the Newtown site. The deadline to apply is February 1 of the year before students expect to student teach. All clearances required for Observation and Practicum are required for Student or Intern Teaching.

7. **Graduation Application**
   - All degree-seeking students must schedule an academic exit interview through the advising office in Room 215 Holy Family Hall the semester before your student teaching. Students cannot graduate from Holy Family University without an academic exit interview. If students plan to graduate in May or the summer, they must schedule an interview by October 30. If students plan to graduate in December, they must schedule an interview by April 30.

8. **PA Instructional I Certificate Application**
   - For PA State teacher certification, students must apply on-line at the PDE website through the Teacher Information Management System (TIMS). Students should complete applications close to the date that their degree is confirmed. Links to the TIMS User Guide and Frequently Asked Questions are available on the PDE web page: www.PA-TIMS.com
     - Instructions and help with completing your application are available: www.holyfamily.edu/ed/sedu/docs/TIMS-Summary.pdf
     - PDE requires that some evidence must be submitted on paper as scanned or mailed paper documents.
     - Telephone help and support through PDE is available at 717-728-4224.