

# Special Education Certification Program

## APPLICATION DIRECTIONS/CHECKLIST PACKET

To complete your application file you will need to submit the following documents to **Luzerne Intermediate Unit 18, Attn: Office of Professional Learning, 368 Tioga Avenue, Kingston, PA 18704**. The necessary forms can be found on our website, [www.liu18.org](http://www.liu18.org) under the **Special Education Certification tab**.

- ( ) **Act 34** (PA State Police Criminal Background Check). You may apply online at <https://epatch.state.pa.us>. A credit card is required for a quicker response. Go to the website, click on "Record Check" top middle under the banner, and select "New Record Needed" from the dropdown menu. Follow directions **OR** print and mail form available on our website.
- ( ) **Act 151** (PA Child Abuse Clearance). You may apply online at <https://www.compass.state.pa.us/cwis/public/home>. A credit card is required for a quicker response. If you include your Social Security number in the application, it will expedite the process. Go to the website, click on "Create Individual Account" and follow directions.
- ( ) **ACT 114** (Federal Criminal History Check). You must apply online at <https://uenroll.identogo.com/>. You will need the following code: **1KG6S7**. You may choose a scheduled time or select "walk in" as an option. You will have to print your results when they are mailed to you, and bring them to the human resource office. You will also need a copy to bring to the districts you choose.
- ( ) **PDE-6004** This form must be completed by all new hires and is also used for current employees to report an arrest or conviction of offenses enumerated under 24 P.S. § 1-111 (e) and 24 P.S. § 1-111 (f.1) within 72 hours of the arrest or conviction.
- ( ) A **completed TB test** (no more than 4 months old).
- ( ) 1 letter of reference.
- ( ) **Completed LIU 18 Special Education Certification Program Application Form**.
- ( ) **Create a TIMS account** with PDE
  1. Go to <https://keystonelogin.pa.gov/>
  2. Click on "REGISTER" and fill in the required information.
  3. An email will be sent to the email provided for verification purposes.
- ( ) **Verify your Keystone Account with PDE**
  1. Go to <https://keystonelogin.pa.gov/>
  2. Log into your account
  3. Click on "verify"
  4. Select the PennDot option
  5. Enter your driver's license number
  6. The next screen will state if your account has been verified
  7. Go to <https://www.mypdeapps.pa.gov/> and enter your new Keystone login username and password.
  8. You will be directed to a page where you will establish your TIMS profile, connecting you to your certification records.

9. Scroll down. Click on "Certification" and then click on "TIMS EDUCATOR ONLINE CERTIFICATON SYSTEMS" in the green box.
10. Click the blue box labeled "Personal User."
11. Scroll down and click on "visit this page to login to TIMS."
12. Click "Register" at the bottom of the page. Fill in the **required information**. If you already have an existing TIMS account, you may login immediately.
13. Once you click register at the bottom of the page, you will be directed to a WELCOME screen.
14. Establish Teacher Information Management System (TIMS) Profile by filling in the required information.

( ) **Official College Transcripts** showing receipt of a bachelor's degree, emailed directly to dmennig@liu18.org.

( ) **ACT 126** training will be emailed to you.

( ) **ACT 168**-this will be completed during the entrance interview

( ) **\$40 admission fee in check or money order**