

Counselor Certification Procedure

See *School Counselor Certification Information* located at www.iup.edu/counseling/students/

In order to receive your school counseling certification, please complete the following steps:

1. Take the Praxis II-School Counselor exam

This test is electronic, with paper testing available only as an accommodation with test dates, times, locations, and registration information available at <https://www.ets.org/praxis/pa> - Professional School Counselor CDT Code 5422.

2. Create your TIMS account (Teacher Information Management System)

[SEE TIMS INSTRUCTIONS FORM](#)

Note: Your initial TIMS account can be created at any time, but you will have to return to the TIMS system and add your graduation date. Therefore, you must keep documentation of your TIMS login and password.

3. Complete the top portion of the department [CERTIFICATE ENDORSEMENT FORM](#).

4. **Submit the completed Certificate Endorsement Form, copy of your Praxis II-School Counselor score showing that you PASSED, the TIMS cover sheet (with signature) and your \$60 IUP Marketplace (<http://www.iup.edu/marketplace/>) Teacher Certification payment receipt to:**

Counseling Department*
Attn: Certification Processing
206 Stouffer Hall
1175 Maple Street
Indiana PA 15705-1058

* Your certification application cannot be processed in the department until final grades have been posted AND you have been officially awarded your degree by the University. Once we have processed it in the department, it is forwarded to the Teacher Education Office for final IUP processing. If you have any questions concerning this process, please contact: Sherry Kelly, 724-357-2485, skelly@iup.edu.

5. Your certificate **WILL NOT** arrive in the mail. You will be able to check TIMS periodically and print copies of your certificate anytime you need a copy from TIMS once the application is approved.*