



COLLEGE OF EDUCATION | SECONDARY EDUCATION

English as a Second Language Certification Program Completion Checklist

Upon completion of all required coursework, the following steps must be taken to receive your ESL certification:

1. Fill out the *Declaration of Intent* form (see backside of this sheet) and give the form to your program advisor, Dr. Muzeta. Upon department approval, the signed form will be processed by our certification officer, Ms. Tanya Faust.
2. Apply for certification on TIMS, the Teacher Management System:



For help with TIMS, see their FAQ page here:



Kutztown University
College of Education
**Declaration of Intent to Complete
Teacher Certification Only**

Spring 20_____

Summer 20_____

December 20_____

Name: _____
(Please print or type)

Student ID Number: _____

Address: _____

Phone Number: Home: (____) _____

E-mail Address: _____

I completed the below program requirements and would like to receive the certification/endorsement in:

- | | |
|--|---|
| <input type="checkbox"/> Art Education Certification | <input type="checkbox"/> PK-12 Principal Certification |
| <input type="checkbox"/> Autism Endorsement | <input type="checkbox"/> PK-12 School Counselor Certification |
| <input checked="" type="checkbox"/> ESL (English as a Second Language) Endorsement | <input type="checkbox"/> Reading Specialist Certification |
| <input type="checkbox"/> Instructional Coaching | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Instructional Technology Specialist | <input type="checkbox"/> Supervisory Curriculum & Instruction Certification |
| <input type="checkbox"/> Library Science Certification | <input type="checkbox"/> Visually Impaired |
| <input type="checkbox"/> Music Education | <input type="checkbox"/> School Social Work |

Student's Signature _____ Date _____

Advisor's Signature _____ Date _____

Chair's Signature _____ Date _____

Certification Officer's Signature _____ Date _____