

# LEVEL II CERTIFICATION

HERE IS A SIMPLIFIED STEP-BY-STEP GUIDE  
BASED ON THE PENNSYLVANIA DEPARTMENT OF  
EDUCATION REQUIREMENTS.

1

## VERIFY YOUR SERVICE YEARS:

You must complete between 3 to 6 years of satisfactory service in PA on your Level I certificate.  
\*Note that this is measured in years of service, not calendar years.

2

## TRACK YOUR OWN PROGRESS:

Keep a personal record of your service time, PDE does not track this for you or provide automatic notifications.

3

## COMPLETE THE INDUCTION PROGRAM:

You must successfully finish a PDE-approved induction program.

4

## EARN REQUIRED CREDITS:

Complete 24 post-baccalaureate credits. These credits can be a combination of collegiate study or PDE-approved in-service credits.

5

## MAINTAIN SATISFACTORY EVALUATIONS:

Ensure you have received satisfactory assessments for your years of service.

6

## SUBMIT YOUR APPLICATION:

Once all requirements are met, apply for your Level II permanent certification through the Teacher Information Management System (TIMS).

7

## MEET THE DEADLINE:

You must obtain your Level II certification before completing your 6th year of service, or your Level I certificate will lapse.