

What happens next- After ***ALL requirements, prerequisites and obligations at the University have been met***—including requisite GPA and PRAXIS scores and degree conferral, your ***COMPLETED*** application forms and fee will be sent **by Shippensburg University to the Pennsylvania Dept. of Education (PDE)** in Harrisburg.

After degrees are conferred by the Registrar's Office, every effort is made to complete the on-campus processing of certification applications within three days. Applications and fees are forwarded in bulk to PDE as soon after the end of each semester as possible.

Following a satisfactory PDE review of your application, **the certificate will be issued and mailed directly to you by PDE.**

*Personnel from Shippensburg University and the Pennsylvania Department of Education (PDE) will process your application as quickly as possible. **You can expedite the process by completing the application form accurately, legibly and completely.***



CAUTION....

Coursework completed at another institution: Official transcripts are required for any coursework completed at another institution anytime during your tenure at SU. Your completed application cannot be forward to PDE until official transcripts from other institution(s) has/have been received at SU.

Incomplete grades: Must be completed and an appropriate grade recorded with the Registrar's Office.

All charges and outstanding fees: All owed to the University must be paid in full.

PRAXIS test scores: Must be verified by SU. ***Only completed applications with passing test scores will be forwarded to PDE.*** Therefore, if you have taken PRAXIS tests at another test site, be sure that your scores have been forwarded to SU. [Test scores are not always received at the University or PDE at the same time they are received by the applicant.] If you receive a letter indicating that specific test scores have not been received at SU, be sure to supply the missing test scores after you have received them.

