



Post-Baccalaureate Certification in Health and Physical Education Program Handbook

2025-2026

Post-Baccalaureate Certification in Health and Physical Education Handbook
Lancaster Bible College

The Bible gives high honor and strong admonition to the work of a teacher. The New Testament lists teaching as one of the spiritual gifts that plays a vital role in the growth of individuals and the Church. (Romans 12:7; Ephesians 4:11-14). Just as the profession is held in esteem, the Bible is quick to warn that not many should be teachers as they will be judged more strictly (James 3:1).

As professors in the area of teacher certification, we contemplate this praise and warning as we design, implement, and evaluate our programs. Similarly, we prepare and disciple in-service and pre-service teachers in light of the teachings from God's word as we all seek to glorify God in what we do, say and think.

The programs leading to teacher certification at LBC encompass four academic departments at both the undergraduate and graduate levels.



Education

**Early Childhood
(PreK-4)**
Instructional I
Post-Bacc or MEd

Middle Level (4-8)
Instructional I

**Special Education
*(PreK-12) MEd**
Instructional I

**ESL Program
Specialist
Certification (PreK-
12) Post-Bacc or
MEd**

**Early
Childhood/Special
Ed BS/MEd**

**Early Childhood/ESL
BS/MEd**



Health & PE

HPE (K-12)
Instructional I
Post-Bacc or MEd



**Worship &
Performing Arts**

Music (K-12)
Instructional I



**Counseling &
Social Work**

School Counseling
MEd
Edu. Specialist
(K-12)

This Teacher Certification handbook seeks to outline the policies and procedures governing the programs at the *graduate* level that lead to a *Pennsylvania Instructional I* certification in Health and Physical Education. Information regarding other certifications can be found on that department's portion of the LBC website (www.lbc.edu)

This handbook is provided as a guide. It is the students' responsibility to consult regularly with their Program Director and Success Coach, as well as check their LBC email account to be aware of changes and curriculum details that are not incorporated in this handbook.

The most up-to-date version of this handbook can be found under the student's academic program on the LBC website.

Post-Baccalaureate Certification in Health and Physical Education

Lancaster Bible College

Education Department Mission Statement

The Education Department exists to prepare and disciple teachers to be reflective, relational, and relevant practitioners who think biblically in order to impact the educational community.

Post-Baccalaureate Certification in Health and Physical Education Mission Statement

The Post-Baccalaureate Certification in Health and Physical Education program is designed to equip graduate candidates to teach in both public and private educational settings and to meet the present and future needs of students by providing sound pedagogy that reflects a biblical worldview.

Program Overview

This program offers a pathway to Pennsylvania teacher certification for individuals who have already earned a Bachelor's degree in any field. All coursework is offered in an online format, which incorporates field placement opportunities within the student's community. One semester (Student Teaching, 16 weeks) or one school year (Intern Certification Concentration) must be completed in person within the state of Pennsylvania, in accordance with Pennsylvania Department of Education requirements.

Program Highlights

- Online format offers convenience and flexibility
- A collegial community with other Christians in the field of physical education and health is provided
- Program requirements are designed to include all Pennsylvania Department of Education competencies for teaching in the PK-12 health and physical education classroom
- Integration of biblical principles to address current trends in society from a biblical worldview

Program Outcomes

As a result of this program, students will:

1. Demonstrate knowledge of current trends and technology in health and physical education.
2. Design appropriate health and physical education teaching and assessment materials for K-12 learners.
3. Integrate a biblical worldview in designing and teaching content in health and physical education.
4. Apply knowledge and competence in the delivery of content of health and physical education.
5. Incorporate practices of safety and equity in meeting the diverse needs of students in the health and physical education setting.
6. Analyze the needs of students and adapt instruction to meet specific needs.
7. Demonstrate professionalism in school and community settings.
8. Develop collaborative relationships with professionals in the field of health and physical education.

Program Faculty

Director of Graduate Programs

Robin Bronkema, PhD

Program Director

Angela Becker, EdD

Certification Officer, Field Placement Coordinator

Robert Dodson, EdD

Resident Faculty

Stacey Martin, EdD

Tom Randolph, EdD

Gwen Shenk, MEd

Adjunct Faculty

Brian Barnhart

Angela Becker

Chelsea Cook

Brian Hobbs

Heath Hooper

Scott Long

Jason Molloy

Wesley Smith

Admission, Retention, Completion & Certification Policies

Admission to Lancaster Bible College | Capital Seminary and Graduate School

Acceptance into the Post-Bacc program at Lancaster Bible College is consistent with the general admissions policy at the College. Individuals requesting entrance into any of the teacher certification programs must fulfill all the college admissions requirements. Individuals transferring with some credits who wish to obtain certification through Lancaster Bible College must follow the standard admissions policies of the College and consult with the Program Director to establish a course of study that will result in recommendation for certification. The number of transfer credits accepted, plus the date the transfer credits were completed, will be considered by the Certification Officer in conjunction with the Program Director. Up to 9 graduate level credits (with a B or higher) can be transferred.

Admissions to Post-Baccalaureate Certification in Health and Physical Education

1. Official transcript of a completed Bachelor's degree
2. A cumulative GPA of 3.0 or better as documented on an official transcript from the undergraduate accredited institution*
3. Graduate or undergraduate course work in Anatomy and Physiology (Anatomy and Physiology, Kinesiology or Exercise Physiology) as well as aquatics as demonstrated on a transcript or plan to complete coursework approved by Program Director. The transcript audit upon acceptance will identify missing PA Department of Education competencies and a plan for completion will be created by the Program Director. Completion of these requirements and successful submission of transcript documents must occur prior to the student being eligible for student teaching (see Appendix).
4. Recent (within 1 year of admission) Child Abuse, Criminal Record, and Fingerprinting Clearances
5. Completed application form and submission of required application credentials
(<https://www.lbc.edu/capital/admissions/>)

**Graduate students with a GPA lower than 3.0 may be admitted under provisional status with Program Director approval. In provisional admittance status, the student must maintain a 3.0 in the first 12 credits of and complete GWW 500 Introduction to Graduate Writing to be fully admitted into the program.*

Application Deadlines for Acceptance

Fall Term (August)	July 31 September 25
Spring Term (January)	December 11 February 5
Summer Term (May)	April 9 June 4

Students wishing to take courses solely for personal enrichment or Act 48 credits are classified as non-degree students. Permission for enrollment in courses is based on completion of the non-degree application and the adequacy of class space. If, at a later time, the student wishes to be admitted into the program, that student will need to go through the formal application process. Credit for courses taken while a non-degree student is not automatically applied to the degree program. The Program Director will evaluate course work and count or not count credit on an individual basis.

Retention in Post-Baccalaureate Certification in Health and Physical Education

1. Minimum Cumulative GPA = 3.0

The criteria for retention are reviewed at the conclusion of each semester. Should the GPA fall below a 3.0 during the first three courses, the student is considered on probation for any certification. The student must meet with the student success coach to determine a plan to raise the GPA to the minimum level. Student study groups and adjustment to schedules may help to restore the required grade levels. Further matriculation for the degree alone may also be in jeopardy.

If at the completion of the 4th course, the student has not raised the GPA, then the student will receive notice of academic dismissal. When students are academically dismissed, they have the right to appeal for reinstatement if they believe there were extenuating circumstances involved. The appeal must be written and submitted to the Education Department chair within 30 days of receiving the letter of dismissal. The appeal will be considered by the Education Department Chair in conjunction with the Provost. Decisions are final.

Eligibility to Enter EDU591 Student Teaching

1. Minimum Cumulative GPA of 3.0
2. Minimum grade of C+ in all courses
3. Renewed Child Abuse, Criminal Record, and Fingerprinting Clearances (within 6 months)
4. TB test (within 6 months)
5. Proof of Liability Insurance
6. Completion of Aquatics Requirement
7. Completion of Anatomy and Physiology (Kinesiology or Exercise Physiology) Course Requirement
8. Completion of all graduate courses
9. In good standing with Lancaster Bible College

Eligibility to Enter Intern Certification Concentration

1. Employed full-time (permanent position or long-term substitute) in the area of certification within the state of Pennsylvania
2. Minimum Cumulative GPA of 3.0
3. Completion of Aquatics Requirement
4. Completion of Anatomy and Physiology (Kinesiology or Exercise Physiology) Course Requirement
5. Completion of all graduate courses
6. Minimum grade of C+ in all courses
7. Successful completion of the required certification tests (PRAXIS)
8. In good standing with Lancaster Bible College
9. Approved application in TIMS for Intern Certificate

Exit Criteria - Eligibility to be Recommended for Certification

1. Completion of all program requirements and field placement requirements. EDU 591 Student Teaching or Intern Certification must be completed within the state of Pennsylvania in order to be eligible for Pennsylvania Teacher Certification.
2. A minimum of a satisfactory rating (1) in each of the 4 categories on the Pennsylvania Statewide Evaluation Form for Student Professional Knowledge and Practice (PDE 430). There must be 2 final forms. A minimum total of at least 4 points must be achieved on the final summative rating in order to be recommended for certification. The PDE 430 is completed by the college supervisor.
3. Successful completion of the required certification tests (PRAXIS)
4. Minimum Cumulative GPA of 3.0
5. Minimum grade of C+ in all courses
6. Submitted application to TIMS for PA Teacher Certification
7. The recommendation of the LBC Certification Officer

Graduation Requirements

- Satisfactory completion of all course work
- A minimum cumulative GPA for 3.0
- Minimum grade of C+ in all courses
- Fulfillment of all financial obligations
- Adherence to biblical standards and ethics in living one's lifestyle

Program Completion

The program must be completed in a maximum of five years. If a student wishes to temporarily withdraw from a program, the student must notify the Program Director in writing. If a student needs an extension to continue the program after the five years, a written request must be submitted to the advisor and Program Director. Even though students may be part-time, continuous enrollment is expected. If a student should not enroll for two consecutive semesters, he/she will be placed on non-student status and will need to reapply. A re-admission application is available through the Program Director.

Program Requirements
2025-2026

Post-Baccalaureate Certification in Health and Physical Education with Student Teaching

COURSE		CREDITS
EDU 519	Foundations and Frameworks for Learning	3
EDU 550	Socio-cultural Perspectives on Education	3
EDU 523	Theoretical Foundations of Development and Learning	3
HPE 500	Administration, Ethics and the Law in Health, Physical Education and Sport	3
HPE 510	Technology in Health, Physical Education and Sport	3
HPE 520	Adapting and Assessing Student Learning for Diverse Populations in HPE	3
HPE 530	Current Topics in Health, Physical Education and Sport	3
HPE 540	Advanced Methods and Motor Learning in Elementary Physical Education	3
HPE 550	Advanced Methods in Secondary Physical Education	3
HPE 560	Advanced Methods in Health	3
HPE 570	Instruction and Assessment for the English Learner in Health and Physical Education	3
EDU 590	Pre-Student Teaching Field Experience (16 week course/150 hours)	3
EDU 591	Student Teaching (16 week course)	6
Total Credits		42

Post-Baccalaureate Certification in Health and Physical Education with Intern Certificate

COURSE		CREDITS
EDU 519	Foundations and Frameworks for Learning	3
EDU 550	Socio-cultural Perspectives on Education	3
EDU 523	Theoretical Foundations of Development and Learning	3
HPE 500	Administration, Ethics and the Law in Health, Physical Education and Sport	3
HPE 510	Technology in Health, Physical Education and Sport	3
HPE 520	Adapting and Assessing Student Learning for Diverse Populations in HPE	3
HPE 530	Current Topics in Health, Physical Education and Sport	3
HPE 540	Advanced Methods and Motor Learning in Elementary Physical Education	3
HPE 550	Advanced Methods in Secondary Physical Education	3
HPE 560	Advanced Methods in Health	3
HPE 570	Instruction and Assessment for the English Learner in Health and Physical Education	3
	Intern Certification Concentration (1 year)	0
Total Credits		33

Program Sequence

COURSE		PRE-REQUISITE
HPE 520	Adapting, Assessing Student Learning for Diverse Populations in HPE	EDU 519
HPE 530	Current Topics in Health, Physical Education, and Sport	EDU 519
HPE 540	Advanced Methods and Motor Learning in Elementary Physical Education	EDU 519
HPE 550	Advanced Methods in Secondary Physical Education	EDU 519
HPE 570	Instruction and Assessment for the English Learner in Health and Physical Education	EDU 519
HPE 560	Advanced Methods in Health	EDU 519
EDU 590	Pre-Student Teaching Field Experience	All courses completed
EDU 591	Student Teaching	All courses completed
	Intern Certification Concentration	All courses completed

Graduate courses will be offered fall, spring, and summer in an online format of 8-week terms with EDU590 and EDU591 being 16-week terms with each course having a weekly 30- to 60-minute synchronous session.

Advisement and Monitoring

The Program Director and/or Success Coach will work with the student to monitor student progress, enroll students in courses, and provide encouragement through their studies through virtual meetings or emails. Students will receive and have access to the Handbook for policies and procedures. Additionally, the handbook contains advisement/curriculum sheets (see Appendix). The Program Director will monitor student progress each semester and alert the student regarding any deficiencies to be addressed and criteria not being met. Prior to Pre-Student Teaching Field Experience and Student Teaching, or the Intern Certificate Concentration, the Program Director will audit the student's file to ensure completion of the necessary requirements for placement, graduation and certification.

Certification Admissions and Completion

The following policies, plus additional information, can be found within the [Capital Seminary and Graduate School Catalog](#):

◆ **General Policy**

Lancaster Bible College does not discriminate on the basis of race, color, national origin, gender, or disability in administration of its educational policies, admissions policies, financial aid programs, and athletic and other school-administered programs.

Because Lancaster Bible College exists for the purpose of educating Christian students to think and live a biblical worldview and to proclaim Christ by serving Him in the Church and society, the College maintains a specialized set of admissions requirements. The College is committed to educating the entire person and thus has basic admissions standards in the spiritual, personal, and academic areas.

The admissions standards in each of these areas involve expressions of distinctives associated with Lancaster Bible College as a higher educational institution with a particular religious heritage. Developing spiritual maturity, possession of capabilities for graduate level work, and appropriate preparation for such work are necessary for admission into the College.

Individuals wanting to take a course or courses at Lancaster Bible College on a part-time basis with no intent of pursuing a degree from or receiving certification through Lancaster Bible College may do so without completing an application for admission and receiving formal admission to the College. However, these individuals must complete a registration form for attending a course or courses and agree to adhere to all College regulations and observe all student lifestyle standards. With the completion of three courses at the College, such individuals must indicate officially in writing to the College Registrar future intentions concerning the pursuit of a degree or the receipt of certification. If the individuals choose at that time to pursue a degree or receive certification, then the necessary admissions requirements for acceptance into the program must be fulfilled. (Complete details concerning admissions standards, requirements, and procedures are found in the *College Catalog*.)

◆ **Specific Policy**

The Teacher Certification programs at Lancaster Bible College exist to prepare and equip teachers for both public schools and private religious schools. Consistent with the College's desire for excellence in both process and outcomes, these programs observe all admissions standards, requirements, and procedures of the College.

Acceptance into the master's degree program at Lancaster Bible College with a specialization in teacher certification is consistent with general admissions policy at the College. Individuals requesting entrance into a certification program must fulfill all admissions requirements.

Individuals wanting to take a course or courses at Lancaster Bible College on a part-time basis with no intent of pursuing a degree from or receiving certification through Lancaster Bible College may do so by completing the application and registration form for taking a course.

Appendices

1. Post-Baccalaureate Certification in Health and Physical Education Planning Sheet
2. Course Descriptions
3. Protocol for Observation Hours
4. Intern Certification Concentration
5. Aquatics Requirement
6. Background Clearance Requirements and Procedures
7. Certification Test Requirements
8. TIMS Directions for PA Certification Guidelines



Health & Physical Education - Post-Baccalaureate Certification

Degree: None

Credits: 42

Name:

Date:

Semester Completed	Course Code	Course Number	Course Name	Course Credits	Advising Notes
Education Courses					
	EDU	519	Foundations & Frameworks for Learning	3	
	EDU	523	Theoretical Foundations of Development & Learning	3	
	EDU	550	Sociocultural Perspectives on Education	3	
HPE Courses					
	HPE	500	Admin, Ethics & the Law in Health, Phys. Ed. & Sport	3	
	HPE	510	Technology in Health, Phys. Ed. & Sport	3	
	HPE	520	Adapting & Assessing Stud. Learning for Diverse Populations in HPE	3	
	HPE	530	Current Topics in Health, Physical Education and Sport	3	
	HPE	540	Advanced Methods and Motor Learning in Elementary Physical Education	3	
	HPE	550	Advanced Methods in Secondary Physical Education	3	
	HPE	560	Advanced Methods in Health	3	
	HPE	570	Instruction & Assessment for the English Learner in HPE	3	
	EDU	590	Pre-Student Teaching Field Experience	3	
	EDU	591	Student Teaching	6	

Notes:

Course Descriptions

EDU 519 *Foundations and Frameworks for Learning*

This course is designed to provide a theoretical and practice framework for creating effective instruction, including an understanding of professional ethics. The biblical worldview is the foundation for guiding professional decision making, as well as the analysis of each learning theory and the components of instructional plans. It will include a study of human learning with a procedure for planning, delivering, and evaluating instruction. Students will develop a rationale for instructional plans with appropriate outcomes, resources, procedures, and assessments.

EDU 550 *Socio-cultural Perspectives on Education*

Guided by a biblical worldview, a socio-cultural perspective provides the lens through which students will look at education. A review of historical events and people will illuminate the state of schooling today by focusing on culturally-relevant and sustaining education. Various theories will aid in understanding the ramifications that education holds for the students, families, and all of society.

EDU 523 *Theoretical Foundations of Development and Learning*

This course is a study of theories of development and learning that influence practice in the elementary classroom. Students will explore development of the whole child- physical, social, emotional, intellectual, and spiritual and its impact on the learning process.

HPE 500 *Administration, Ethics and the Law in Health, Physical Education and Sport*

This course examines current legal and ethical issues in the administration of health, physical education, and sport. Consideration will be given to topics of administration of a health and physical education program, curriculum design, foundations of health and physical education, planning for quality instruction for all learners and ethical practices in managing programs. A variety of legal situations will be discussed to help maintain a safe and inclusive environment.

HPE 510 *Technology in Health, Physical Education and Sport*

This course is designed to explore new and emerging technology in education and sport. A variety of media and technology will be explored that can be used in the health, physical education and sport settings for instruction, assessment, student engagement, motivation, productivity. The course will also explore assistive devices to accommodate student needs.

HPE 520 *Adapting and Assessing Student Learning for Diverse Populations in HPE*

Students will discuss the legal, historical, and theological perspective surrounding the concept of disability. Students will be challenged to see all people as uniquely and divinely created on purpose for a purpose. All types of disabilities will be discussed along with the best practices for adapting activities, the environment and equipment for diverse learners. This course will include 10 hours of observation in an adapted physical education or sport environment.

HPE 530 *Current Topics in Health Education, Physical Education and Sport*

This course explores global and community personal health and fitness issues and current trends in physical education. Current health concepts and critical issues will be examined through a biblical worldview. The course will also prepare students to use technology to instruct and assess health, physical education, and fitness topics.

HPE 540 *Advanced Methods and Motor Learning in Elementary Physical Education Course*

The purpose of this course is to develop the skills and knowledge necessary to effectively design, execute and evaluate, elementary physical education while meeting PA and SHAPE America standards. Additionally, the course provides an overview of the various types of supervision skills one needs to assess elementary student learning. This course will include 10 hours of observation in an elementary physical education classroom.

HPE 550 *Advanced Methods in Secondary Physical Education*

The purpose of this course is to develop the skills and knowledge necessary to effectively design, execute and evaluate, secondary physical education while meeting PA and SHAPE America standards. Additionally, the course provides an overview of the various types of supervision skills one needs to assess secondary student learning. This course will include 10 hours of observation in a secondary physical education school.

HPE 560 *Advanced Methods in Health*

The purpose of this course is to develop the skills and knowledge necessary to effectively design, execute and evaluate health education while meeting National Health Education Standards (NHES). Applicable methods for both elementary and secondary students will be analyzed. Current health topics will be examined and discussed from a biblical worldview. This course will include 10 hours of observation in a health classroom.

HPE570 *Instruction and Assessment for the English Learner*

This course will present methods of assessment and instruction for the English learner with emphasis on developing literacy skills in reading, writing, speaking, and listening. Various methods of instruction and assessment will be analyzed. Students will develop a philosophy of instruction and assessment for culturally and linguistically diverse students. Through field experience, students will practice observation and instructional skills.

EDU590 *Pre-Student Teaching Field Experience*

This field experience (150 hours) is designed to provide the pre-student teacher with the opportunity to practice professional instructional and management skills in a classroom within the certification area. The student's performance will be reviewed by a classroom cooperating teacher and regular remote observations by a college supervisor. It is accompanied by an online seminar that includes a variety of experiences to prepare pre-service teachers for the transition from student to teacher. Opportunity will be given to develop job search materials, including a resume, cover letter, and electronic portfolio.

EDU591 *Student Teaching*

This course is the culminating field placement for students in the Health and Physical Education Post-Baccalaureate and MEd programs. This 16-week field experience takes place within the state of Pennsylvania. The details of this course are outlined in the Student Teaching Handbook. It includes a face-to-face seminar designed to complement the student teaching experience through additional activities and discussions. The student teacher is required to reflect on the classroom experiences through writing assignments in order to prepare for the professional levels of competency required of the first-year teacher.

Protocol for Observation Hours

The Post-Baccalaureate in Health and Physical Education provides the opportunity for the student to gain experience in the classroom throughout the program. There is a minimum of 190 observation hours required before student teaching. The hours are obtained throughout the following courses:

HPE 520 *Adapting and Assessing Student Learning for Diverse Populations in HPE*

- 10 hours of observation in an adapted physical education or sport environment

HPE 540 *Advanced Methods and Motor Learning in Elementary Physical Education Course*

- 10 hours of observation in an elementary physical education classroom

HPE 550 *Advanced Methods in Secondary Physical Education*

- 10 hours of observation in a secondary physical education school

HPE 560 *Advanced Methods in Health*

- 10 hours of observation in a health classroom.

EDU590 *Pre-Student Teaching Field Experience*

- Requires 150 hours of observation and teaching in an assigned HPE classroom.

The expectation is that all hours are obtained through observation as directed through the respective courses. However, for students with emergency certification, the policy is extended to include hours spent as the substitute teacher in an HPE classroom to count towards the overall total. **The amount of time substituting cannot exceed 50% of the overall hour requirement.** As such, for a course requiring 10 hours of observation, the student may submit only 5 of those hours from time spent as a substitute teacher. The remainder is to be completed through observation.

Intern Certification Concentration

As part of the path towards certification, a student can apply for the Intern Certificate established by the Pennsylvania Department of Education, which is an alternative route to receiving certification through a “professional [intern] certificate that entitles the holder to fill a full-time professional teaching position” ([Commonwealth of Pennsylvania](#), 2025).

Upon 1) completion of all Post-Bacc coursework and program requirements, 2) passing the required state certification tests, and 3) receiving the Intern Certificate from PDE, the student will be enrolled in the Intern Certificate Concentration at Lancaster Bible College.

Instead of the traditional path of student teaching, this approach allows the student to teach full-time while receiving monthly formal observations from a college supervisor. After one school year with satisfactory ratings on all evaluations, the student will be recommended for Pennsylvania Instructional I Certification in Health and Physical Education.

Aquatics Requirement

The Pennsylvania Department of Education (PDE) and LBC require 15 hours of pool time with a certified aquatics instructor. These are the components that must be passed successfully:

Objective: Demonstrate the ability to swim safely in the event of a water emergency. Each individual must enter the pool via the shallow end and swim 75 yards (3 pool lengths) continuously without stopping at either end or in the middle. Finishing up in the deep end, get out of the water without using the ladder. Re-enter the water in the deep end with a feet-first jump and tread or float (no swimming) in deep water for 2 minutes.

75 yards (3 lengths) as follows:

- 1 length swimming on your front
- 1 length swimming on your back
- 1 length your choice of style
- There is no time requirement

Skills to be demonstrated:

- Front Float
- Back Float
- Flutter kick
- Kick board
- Submerge
- Bob
- Rhythmic Breath
- Rotary Breath
- Tread
- Front Crawl
- Back Crawl
- Butterfly Kick
- Elementary Back Stroke
- Breast Stroke
- Safety Rules
- Diving
- Dolphin Kick

The 15 hours could be achieved through one of the following:

- A 2-credit Aquatics Course at an Accredited Institution
- Red Cross Lifeguard Certification Course
- Private Lessons with a Certified Aquatics Instructor

If you have questions, please get in touch with Dr. Tom Randolph (trandolph@lbc.edu).

Background Clearances Requirements and Procedures



LANCASTER BIBLE COLLEGE

Education Department
901 Eden Road, Lancaster, PA 17601
(717) 560-8275

Record your usernames and passwords here as you apply.

	Username	Password
Criminal Record		
Child Welfare		
FBI Fingerprint		

1. **Criminal Record Check** – Act 34 – For online application

Access the form at the following website: <https://epatch.state.pa.us/Home.jsp>

- Click submit a New Record Check (requires credit/debit card)
- Read the page that appears and click Accept
- Fill out the information that appears and click next – NOTE for reason for request select **Employment** from the drop box
- Next verify the information and click Proceed
- Fill out the remainder of information under Record Check and click **Enter This Request**

(screen will go blank) click **Finish**

- Give credit card information for payment. Click Next.
- Verify credit card information
- Click on **certification form** to get to certificate
- Print the document and submit it to the Education Department

*Following the page prompts should get you through the process.

2. **Child Welfare Review (Child Abuse Clearance)** – Act 151 – For online application

Before filling out this form you MUST have the following information:

1. All previous addresses since 1975
2. All household members names, age, relationship, and gender since 1975

Access the form at the following website: <https://www.compass.state.pa.us/cwis/public/home>

- Under Child Welfare Portal click Create A New Account
- Read the page and click Next
- Under Profile Information you MUST create a New Keystone ID- fill out the information and click Finish
- They will send a temporary password through your e-mail (this takes seconds) – sign in with the Keystone ID you created and your temporary password, and it will prompt you to create your own password
- Login again with your new password (may need to exit out of the site completely & re-enter)
- Click “Access my Clearances” – read the information and click “Continue” (may have to log in again)
- Top right click Create Clearance Application box – read the page (important to read)

- Part 1 will be next – NOTE: for application purpose click **School Employment Governed by Public School Code** – fill in the information for the 6 components for Part 1
- Part 2 includes an e-signature and payment. Payment may be a credit or debit card. IF you desire a receipt for the payment, print a screenshot of the transaction number, amount and date/time BEFORE you click *finalize and submit application*.
- Print the document (**a message will come to your e-mail when it is ready to print and you will need your username and password**) After you log into your account, click on Access My Clearances then follow the prompts to download the clearance certificate.
- submit to the Education Department (there is an option in the 6 components to have the form mailed- you may do that for you, but print off for the Education Department)

3. Federal Criminal History Record/Fingerprinting- Act 114

Access the site below to connect to the IdentoGo website to pre-enroll for fingerprinting:

<https://www.identogo.com> **the cost is 23.85 and you pay when you get fingerprinting done**

- Click “Get Fingerprinted”
- Click the dropdown “Select a State” and scroll to “Pennsylvania”, then click “Go”.
- When the Pennsylvania page opens, scroll to the bottom and click “Digital Fingerprinting”.
- Enter the service code **1KG6RT** where prompted (this is the code for PDE Colleges/Universities Teacher Education Program). Click “Go”.
- If you have a current U.S.-issued driver’s license or U.S. passport, click “Schedule or Manage Appointment” to begin the registration. If you DO NOT have either of these items, click “What Do I Need to Bring to Enrollment” and enter your birth and citizenship information, then click the dropdown list to see what other forms of identification will be accepted at the fingerprinting site. Once you know what is required, go back to “Schedule or Manage Appointment”.
- Complete all required personal information on the page (social security number is NOT required) and click “Next”. Be sure to enter email/phone number information you will easily be able to provide at the fingerprinting site, as this information will be used to confirm your identity.
- Click on the dropdown to select the form of identification you will take with you to the fingerprinting site (i.e. U.S.-issued driver’s license **OR** U.S. passport if you have one; other document as determined in step 6 if you do not). Check the box to mark “Yes” or “No” to verify that your identification matches the name under which you are registering. Note: If you check “No”, you will be required to provide proof of your name change (i.e. marriage certificate, etc.). Click “Next”.
- When prompted, click “No” for “Authorization or Coupon Code”. Enter a zip code into the search box to find the closest location to schedule your fingerprinting appointment. A list will be returned and you will see approximately how many appointments are available at each location within the next 7 days.
- Click on the location you select and a dropdown will open to show you a list of all available appointments. Scroll to select the appointment you choose and click “Submit”.
- A status screen will appear showing your pre-enrollment information and your scheduled appointment at the location you selected. **PRINT THIS INFORMATION to take with you** and mark your calendar/reminders so you do not miss the appointment!

Most importantly- You **MUST** let the Education Department Assistant, Laura Miller, know your UE ID # ASAP. Please email her at lmiller@lbc.edu. It is found on your printout and on the receipt you receive after you have your fingerprinting done.

Certification Test Requirements

Please refer to the following [link](#) for the latest on certification tests and passing scores. If the student has questions regarding which tests to take, be in touch with the appropriate Program Director or the Certification Officer.

Early Childhood Certification (PreK-4)

PreK-4 Test from PECT - <http://www.pa.nesinc.com/>

Module 1: Child Dev, Assessment, Professionalism (8006)

Module 2: Lang, Social Studies, Arts (8007)

Module 3: Math, Science, Health (8008)

Middle Level Education (4-8)

Praxis II from ETS - <https://www.ets.org/praxis>

All students must take

Module 1 – Pedagogy (5153)

Module 2 – English/Language Arts & Social Studies (5154)

Module 3 – Mathematics & Science (5155)

Depending on the Concentration/Focus, choose the appropriate test

English/Language Arts (5156)

Science (5159)

Social Studies (5157)

Mathematics (5158)

Health and PE

Praxis II from ETS - <https://www.ets.org/praxis>

Fundamental Subjects Content Knowledge (5511/0511)

Health & Physical Education Content Knowledge (5857)

Music Education

Praxis II from ETS - <https://www.ets.org/praxis>

Fundamental Subjects Content Knowledge (5511/0511)

Music Education (5113/0113)

Special Education

PreK-12 Test from PECT - [Certification Testing \(pa.gov\)](#)

Special Education Foundational Knowledge (5355)

Fundamental Subjects Test (FST): Content Knowledge (5511) – for individuals obtaining Special Ed PreK-12 as an initial certification. If you are getting dual certification (e.g., PK-4 + special ed), you do **not** need the FST.

TIMS Directions for PA Certification Candidates

Lancaster Bible College

If you have questions, ask **before** you submit your application. After your application is submitted, it cannot be revised.

Questions: Bob Dodson at bdodson@lbc.edu or 717-560-8200 Ext. 5368

Accessing TIMS

You need to register for a log in on PDE's site first (upper left part of page):

www.education.state.pa.us

The next day (it takes about 24 hours before you can log in to TIMS after you have set up your PDE log in), go back to the link to PDE's site above and log in. Click on "Teachers" in the center, then the "TIMS" bright blue logo in the center of the next screen. On the next screen, click on "Access TIMS" in the navy blue header row. Then there is a link in the middle of the screen to access the application [here](#). If you see a screen divided into 4 segments (the dashboard), you are now in TIMS!

Entering a New Credential Application

Click "create a new application" and follow the questions and prompts to complete the application. There is a user's guide on the PDE website to help answer questions or be in contact with Dr. Dodson.

PPID Professional Personnel ID

Once you register, you will receive a PPID number (Professional Personnel ID). It is important to keep this number so that you can check the status of your certification, add ACT 48 hours, change your last name, etc. Also the PA standard application asks for this number.

You will not receive a paper copy of your certificate. Once approved, TIMS will generate the credentials electronically for printing or download by the applicant, as paper certificates will no longer be issued.