

Certification  
Phone: 717-872-3816  
Fax: 717-871-2034

## Request for Letter to Verify that Certification Requirements Have Been Met

A verification letter will be issued ONLY **after the end of the semester** when you have successfully completed ALL of your academic requirements as well as ALL PA state certification requirements as follows: official passing Certification test scores on file; all final grades posted; both fully executed PDE430 forms from Supervisors must be on file in Field Services PLUS an electronic certification application must be submitted to PDE through TIMS (Teacher Information Management System) and a copy of the cover sheet on file in the Certification office.

**If you are completing a baccalaureate degree from Millersville, the Verification Letter will be issued ONLY when you have a “clear” DARS that states: \*\*\* All requirements have been met \*\*\* (it cannot state “in-progress courses used”).**

Submit this form to the Certification Office, (Room 120, Stayer Hall) along with the “Information needed for Certification” sheet and a copy of your TIMS coversheet, at least 4 weeks prior to graduation or program completion.

Name \_\_\_\_\_

M# \_\_\_\_\_ BSE \_\_\_\_\_ or Post-Bacc. Cert. \_\_\_\_\_

Area/s of Certification \_\_\_\_\_

Date Graduating or Completing Certification Program \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Please check one:

\_\_\_\_\_ Send my verification letter to the address above.

\_\_\_\_\_ I will pick up my letter. (Allow two working days)

I certify that I understand that all my certification requirements (as referenced above) must be met before I will be issued my verification letter.

\_\_\_\_\_  
Signature

*Certification Intent Packet (2)*

\_\_\_\_\_  
Date

*VRF-Verification Request Form*