

## WEST CHESTER UNIVERSITY

### The “LETTER”

Upon completion of ALL academic and PA test requirements, the Director of Professional Education, Certification and Compliance (Gail Habbersett) will provide a letter -**AUTOMATICALLY**- to each certification applicant who:

- completed the “Intent” form found on the College of Education website  
(<http://www.wcupa.edu/academics/coed/forms/intentToApply.aspx>)
- applied online through the TIMS at the Pennsylvania Department of Education (PDE)

This letter states that the candidate successfully passed all required Pennsylvania tests and completed a PA state-approved educator preparation program at WCU and all related PA tests. Further, it states that WCU has affirmed and recommended this candidate in the TIMS at the PDE for the credential requested.

This is “**THE LETTER**” to which many school districts refer. It will be mailed only after formal grades are posted and degrees are conferred (if applicable).

