

**TIMS Credential Application**

Process

1. Student completes the top portion of the TIMS Credential application and gathers required documents (as indicated on the application).
2. Student signs/dates the application, and forwards (electronically) to their:  
Campus Field Services Coordinator (Initial Certification Student Teacher Candidates) OR  
Program Coordinator (Advanced Program/Endorsement Candidates).
  - a. Application MUST be saved using the following naming convention:
    - i. Campus Name, Last Name  
e.g. California, Smith  
Clarion, Smith  
Edinboro, Smith
3. Field Services Coordinator/Program Coordinator reviews provided information.
  - a. If requirements are NOT met:
    - i. Field Services Coordinator/Program Coordinator returns incomplete application to the student indicating what is needed.
  - b. If requirements are met:
    - i. Field Services Coordinator/Program Coordinator
      1. Completes the "For Office Use Only" portion of the application
      2. Signs/dates application verifying that the student has completed the program and is eligible for certification.
      3. Forwards (electronically) application to: [TIMSCredential@pennwest.edu](mailto:TIMSCredential@pennwest.edu)
4. Upon receipt of completed applications:
  - a. Applications will be reviewed by the campus Field Services Coordinator/Certification Officer.
  - b. Once approved, the Field Services Coordinator/Certification Officer processes student's application(s) in the TIMS Teacher Information Management System.

### Campus Field Services Coordinators - Initial Certification Student Teacher Candidates

California	Mrs. Amy Shope	<a href="mailto:shope@pennwest.edu">shope@pennwest.edu</a>
Clarion	Dr. Erin Lewis	<a href="mailto:elewis@pennwest.edu">elewis@pennwest.edu</a>
Edinboro	Mrs. Peyton Hudson	<a href="mailto:Hudson_p@pennwest.edu">Hudson_p@pennwest.edu</a>

### Program Coordinators – Advanced Programs and Endorsements

Supervisor Special Education, K-12 Principal Program, Educational Leadership M.Ed.	Dr. Andrew Pushchak	<a href="mailto:apushchak@pennwest.edu">apushchak@pennwest.edu</a>
Superintendent Letter of Eligibility, Educational Leadership Ed. D.	Dr. Silvia Braidic	<a href="mailto:braidic@pennwest.edu">braidic@pennwest.edu</a>
Reading Specialist	Dr. Vanessa Christine Boryenace	<a href="mailto:vboryenace@pennwest.edu">vboryenace@pennwest.edu</a>
English as 2 <sup>nd</sup> Language	Dr. Susan Rutledge	<a href="mailto:morris-rutledge@pennwest.edu">morris-rutledge@pennwest.edu</a>
School Psychologist	Dr. Angela Bloomquist	<a href="mailto:bloomquist@pennwest.edu">bloomquist@pennwest.edu</a>
Speech & Language	Dr. Melissa Brydon	<a href="mailto:mbrydon@pennwest.edu">mbrydon@pennwest.edu</a>
School Counselor	Dr. Adrienne Dixon	<a href="mailto:AMDIXON@pennwest.edu">AMDIXON@pennwest.edu</a>
Autism Spectrum Disorders Endorsement	Dr. James Burton	<a href="mailto:burton@pennwest.edu">burton@pennwest.edu</a>
Science, Technology, Engineering, & Math (STEM) Endorsement	Dr. Bill Hug (California) Dr. Camille Dempsey (Edinboro)	<a href="mailto:hug@pennwest.edu">hug@pennwest.edu</a> <a href="mailto:jdempsey@pennwest.edu">jdempsey@pennwest.edu</a>
Online Instruction Program Endorsement	Dr. Connie Monroe	<a href="mailto:monroe@pennwest.edu">monroe@pennwest.edu</a>
Skills for Teacher Leaders Endorsement	Dr. Jesse Haight	<a href="mailto:jhaight@pennwest.edu">jhaight@pennwest.edu</a>
Social, Emotional and Behavioral Wellness Endorsement	Dr. Meghan Ferraro	<a href="mailto:FERRAROM@pennwest.edu">FERRAROM@pennwest.edu</a>