PA Teacher Certification Systems - TIMS

As of February 2012, the Pennsylvania Department of Education (PDE) requires that *all applications* for credentials be completed and submitted online via the **Teacher Information Management System (TIMS): www.education.pa.gov**.

How To Apply for Your Certification

1. Please go to **www.education.pa.gov**.
2. Hover mouse over "Teachers & Administrators."
3. Click "Certifications" from the drop down menu.
4. Click "TIMS (Certification Application System) Log In."
5. If you need to register for a username and password, click "Register" in lower left corner. After registration is completed, go to step 6.
6. Enter your Username and Password and click "Log In."
7. The first time you log in with your username and password, you will need to establish your TIMS profile.
8. Subsequently, logging in will take you directly to your dashboard.

Tips & Suggestions for Completing Your Application

Read each and every screen carefully!!

1. Select "New Credential Application" button.

2. For Credential Type, please select Instructional 1 (61), unless you are applying for an Intern (51) certification. Select certification subject area(s).

Questions to answer:

- Are you applying to add a new certificate area to an existing Pennsylvania certificate through testing alone? (Yes/No) (If YES then Add-On, If NO then not an Add-On). **For Instructional I applicants, answer NO**. If you completed more Praxis II tests to add-on a content area, do NOT list it in the certification area. There is another application for that, once Instructional I application approved.

- Will a PDE approved teacher education or other certification program in Pennsylvania verify that you meet requirements for the certification for which you are applying? (Yes/No) (IF YES then In-State or Short Evaluation, IF NO then Out-of-State or Long Evaluation). **Wilson students answer YES**.

3. Candidates **must complete Step 3, the Education Information for the institution (1) where you completed your certification preparation program; and (2) who will recommend you for the certificate and subject area(s) on the application**.
   o "Add New." Search "Wilson College." AUN number should be 412289604. Select "Lynn Newman" under Contact Official Details.
   o Complete the degree information.
      ▪ Search and add the major area(s).
   o PDE needs to know where you earned your bachelor's degree.
      ▪ If you earned a bachelor's degree while completing this teacher certification preparation program, you will only enter one college/university. **Be sure to list your final GPA.**
      ▪ If you completed a post-baccalaureate program, add your undergraduate college as a separate entry but answer NO to the preparation program question and no to both authorization questions. If your undergraduate college is already listed, you do not have to enter it a second time. When selecting the major subject area, enter a few letters and select the major that is the closest match. **Be sure to list your final Wilson/TIP GPA.**

o   Add the preparation program information using the link provided. Select **undergraduate** if you were earning a bachelor's degree. Select **post-baccalaureate** if a TIP student (Seems to be a slight glitch with this section. When students tried to choose Program Level Type, 'traditional' was the only option. Submit the pop-up window and then edit information in order for 'non-traditional' to be an option.). Program Level Type is **traditional** (undergraduates) or **non-traditional** (TIP).

o   Wilson is your "Educator Prep Program."

4. IMPORTANT for Instructional I: **You may NOT pay and submit until you have received and entered your FINAL Wilson GPA.** Once you submit and pay it will migrate to Wilson Education Department's portal for verification.

<div align="center">**For Intern certificates - do not enter a graduation/completion date.**</div>

5. Act 59 of 2013 eliminated the health certificate requirement for all credentials except the Private Academic certificate. New applications in TIMS will not include the health certificate requirement. Applications in TIMS that were started prior to July 9, 2013 may show the requirement on the summary page and on the coversheet. **If an applicant sees the requirement**, he/she should upload the blank health certificate provided with the cover sheet or a saved document that indicates the health certificate is no longer required into TIMS so that the system marks the requirement as complete. The application will remain in pending documentation waiting for a health certificate if this step is not taken.

6. PDE does not require the TIMS application coversheet unless the first page of the coversheet lists specific documents. If it only lists "Other", do not mail the coversheet.

7. **TIP applicants will need to upload an unofficial Bachelor degree and Wilson College transcript.** Undergraduates & Intern certificate applicants do NOT need to upload a Wilson College transcript.

8. You will be given a Professional Personnel ID# (PPID). You will need this number for submitting Act 48, etc. SAVE THIS NUMBER!

SAT/ACT Reporting (if using for the basic skills testing requirement, Undergrads ONLY)

There are two acceptable methods for reporting SAT/ACT scores to the Division of Certification to meet the basic skills requirement:

- The applicant may submit SAT/ACT scores directly to the Division of Certification Services. The score report must arrive in an unopened envelope from the test vendor and be submitted with the TIMS application coversheet. The company will not send the scores directly to PDE. We cannot accept opened copies.

- The preparation program provider may submit the applicant's SAT/ACT scores through TIMS. The program provider must have the official score report. They can verify the scores in TIMS by entering all three scores plus the composite score in the notes section of the affirmation and recommendation section in TIMS.

- Any questions, please contact Dr. Lynn Newman

General Tips

1. Abbreviations:

   - EPP = Educator Prep Program

   - IHE = Institute of Higher Education

2. For any questions concerning your application either call PDE or submit a help desk ticket. Please remember that the call center can be extremely busy, PDE recommends that certification candidates submit a help desk ticket instead of waiting on hold. Times listed on Certifications webpage.

   PDE: (717-728-3224).

3. Check for messages and/or status periodically on TIMS. You can check the status of your application through their TIMS dashboard or on the TIMS public site. You should **not** call or submit a help desk ticket simply to ask the status.

4. Incomplete application will be archived after 6 months. After 6 months, a new application will need to be completed.

Receiving Your Credentials

Once approved, TIMS will generate the credentials electronically for printing or download by the applicant, as paper certificates will no longer be issued.

Add-Ons

You may add on other Praxis II tests once you have your Instructional I certification approved. Once approved, you will submit another TIMS application.

Questions for the Applicant:
   - Are you applying to add a new certificate area to an existing Pennsylvania certificate through testing alone? (Yes/No) (If YES then Add-On, If NO then not an Add-On). **Answer YES, if have an Instructional I already.**

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If you find a suggestion/step/tip that is NO longer valid, please let us know. We can't view a blank application.