DIRECTIONS TO SUBMIT A TIMS NEW CREDENTIAL APPLICATION

1. Login to TIMS
   Chrome and Safari users will continue to experience payment problems. They recommend using either Internet Explorer or Mozilla Firefox when accessing TIMS.

2. Create a Username and Password if you haven’t already done so. You will need your PPID and Social Security Number to apply for a new credential.

3. Click on New Credential Application

You will then choose the Credential Type and Requested Subject Area.

Once you have selected the appropriate Credential Type: Career and Technical Intern, Career and Technical Instructional I or Career and Technical Instructional II, click the hyperlink to select certification subject area to be requested. Page across the numbers at the bottom to look for your subject area. See below screenshot.
4. Background Questions
You will then be asked to answer some preliminary questions to categorize your application:

Your application requires a response to the following preliminary question(s).

Are you applying to add an additional subject area to an existing Instructional I Credential through testing alone? *
Yes No

Will a Pennsylvania institution verify that you meet certification requirements for the certificate you are applying for? *
Yes No

Are you an active duty member or veteran of the US Armed Forces, or the spouse/surviving spouse of an active duty member or veteran? (Definitions are available at www.education.pa.gov) *
Yes No

Only select Yes to question 1 if you are adding an additional subject area to an existing certification. Select Yes to question 2 as Pennsylvania State University will be verifying that you have met the certification requirements.
Once all of the questions are answered, click Continue.

5. Demographic Details

Please enter all information with a red asterisk (*) next to the field and click Next at the top of the page.

6. Education Tab

Click on Add New to apply for your new certification.
Then click the hyperlink to search for your institution.

Start typing the first few letters of Pennsylvania State University and searching. If you try to type the entire name of the college in the search field, it may not list in college/university in the available drop down.
Next, you will see two sets of questions. The first asks, “Did you receive any Degree while at this institution?” You will need to add your bachelor’s degree and any additional degrees you may hold in TIMS by answering that question “Yes.”

You will then have to add the type of degree, date conferred (MM/YYYY), GPA, and Major Subject Area.

When you click “Yes”, it will ask you to add your Educator Preparation Program to the application. Click the hyperlink to add additional details.
7. Certification Tab

Step 3: Certification Details

If you do not need to add an out of state certification, click “Next” at the top of the page to move to the Summary.

8. Summary Tab

The final page of the online application is your Summary Tab. The Summary Tab allows you to look over the data entry from the previous pages to see if anything needs added or adjusted prior to submission. **You will be able to upload and/or send your supporting documentation AFTER you have paid for the application.**

If all data entry is accurate, please check the Code of Conduct boxes at the bottom and click Proceed to Submit.
9. Payment

Payment Processing and Application/Request Submission

Request Type: Instructional
Total Fee Amount: $200.00

Payment can be made by credit card or money order.
You must have a United States address on file with the issuer of the credit card.
The money order must be payable in United States dollars.

If you encounter a payment error, please retry in 30 minutes.

Payment Mode:
- Credit Card
- Money Order

Transaction Status Date | Payment Status | Transaction ID
01/14/21 10:44:46 AM | Not Received | 

Message from webpage

Click “OK” to be directed to the secure payment site. DO NOT click the back arrow key as this may result in the payment not registering in TIMS. Once the payment is processed you will be redirected back to TIMS to print your application coversheet.

OK Cancel

Once your payment is processed, you will receive a Congratulations page. It will list your Application ID number, the status of the application, and a confirmation number and date of payment. At the bottom of the page, it asks you to access your TIMS application coversheet to send your required documents.
10. Submitting and Required Documentation

After you have submitted and paid for your application, you will receive your TIMS application coversheet. The TIMS coversheet provides complete instructions on submitting your documents to the Pennsylvania Department of Education.

To access a copy of your TIMS coversheet, upload documents to your application, or Track the Progress of your application –

Click “Home” across the top of your TIMS Page

Look on the left for “Applications in Process”

Please upload the documentation for your application to TIMS first. You can submit your documents through the mail if the upload option is not available for the specific document you need to include. Please do not upload documents to the incorrect heading, as this will delay the processing of your application.

You will receive a TIMS coversheet for each application you submit. It will list your name, the application type, and the specific application ID number in the upper right corner. The address is included in the bottom right corner.

- You are not required to include the coversheet with any documentation being uploaded directly to your TIMS application.
- They recommend including the coversheet with any documentation being mailed to our office.
Checking the Status of your Application

Please continue to check TIMS to review the status of your application. You can do this by Tracking the Progress of your application. Below is where you can check your status in TIMS, and the definitions of the status updates.

First, click “Home” across the top of your TIMS Page

Look on the left for “Applications in Process”

First, check the Application Status column to determine the current status of your application. Status definitions are included below. Second, click “Track Progress” under the Comments column to determine the specific follow-up required for your application.
Application Status Definitions

- **Incomplete**: You started an application but have not yet submitted it. Go back to the Summary Tab of your application and finalize your application.

- **Submitted for Educ or Work Exp Verification**: You successfully submitted your application. It is now waiting for verification of your education preparation program (IHE), work experience (LEA), or both. Click the "Track Progress" link to view the Education Details and/or Work Experience Details for any pending entries. Once the school entities say, “Submitted to PDE,” they have submitted all information to our office.

- **Pending Documentation**: Our office is still waiting for your required documents. Click the "Track Progress" link to view documents needed in the Proof Documents Received Details. Go back to the Submitting Documentation section of this user guide for further instruction.

- **Awaiting Evaluation**: The TIMS system has determined your application is complete and is now waiting for staff in our office to review your application by the "awaiting evaluation" date. Our office posts the estimated application processing time at the TIMS log-in screen. Applications with an answer other than "no" to a good moral character question will take longer.
• **Pending Additional Documentation:** An evaluation within our office has occurred, and you now need to submit additional information to complete the application. Please check your email to look for the detailed requirements outlined by your evaluator. You can also click the "Track Progress" link to view the Send Back Letter Details.

• **Pending Test Score:** An evaluation within our office has occurred, and you need to complete a test(s) to be issued a PA certificate. Click the "Track Progress" link to view the Send Back Letter Details.

**If you are in the Awaiting Evaluation status,** you are not currently required to send anything additional. Once you are assigned to an evaluator, they will review all current information and documents on file. You will then receive an email once you have been approved or if additional information is required.