

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

The screenshot shows the TIMS user interface. At the top, there is a navigation bar with links for Home, Messages, Applications, and Logoff, along with a Help & Support link. Below the navigation bar, there is a 'Welcome to TIMS!' message. The main content area is divided into several sections:

- Messages:** A table showing message counts for 'My New Messages', 'My Inbox', and 'My Sent Messages', all with a count of 0. Below the table is a 'Search Messages' button.
- Profile & Settings:** A section with buttons for 'View & Update My Profile', 'Profile Change Application', 'View My Tests On File', and 'View My Proof Docs On File'.
- Emergency Permit Request:** A table with columns for 'Permit Request ID', 'LEA Name', 'Status', and 'Comments'. It contains one entry with ID 366477, LEA Name Allegheny III 3, and Status Submitted by Applicant. Below the table is an 'Emergency Permit Application' button.
- Application(s) In Process:** This section is highlighted with a red box. It contains buttons for 'View/Delete Applications' and 'New Credential Application'. Below these buttons is a message: 'No Application Records Found.' A red arrow points from the 'New Credential Application' button to the 'Application(s) In Process' section header.
- Credential(s):** A section with a 'Request Frameable Certificate' button. Below it is a message: 'No Certificate Records Found.' Below this is an 'ABCTE Permit' button.

At the bottom left, there is a note: '* denotes a required field.'

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.

Select Certification Subject Area to be requested

Select the Certification Subject Area(s) to be included in the application from the list below.

Certification Subject Area	
Agriculture PK-12 (1200)	<input type="checkbox"/>
American Sign Language (ASL) PK-12 (4003)	<input type="checkbox"/>
Arabic PK-12 (4005)	<input type="checkbox"/>
Art PK-12 (1405)	<input type="checkbox"/>
Biology 7-12 (8405)	<input type="checkbox"/>
Bus-Computer-Info Tech PK-12 (1603)	<input type="checkbox"/>
Chemistry 7-12 (8420)	<input type="checkbox"/>
Chinese PK-12 (4405)	<input type="checkbox"/>
Citizenship 7-12 (8825)	<input type="checkbox"/>
Communications 7-12 (3200)	<input type="checkbox"/>
1 2 3 4 5 6 7	

Cancel

Include Selected Certification Subject Area(s) in My Application

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

Continue >>

Cancel

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

Step 2 : Demographic Details < Prev 1 2 3 4 5 Summary Next >

PPID PA SecureID

Name Prefix Last Name First Name MI Name Suffix

Mrs. --Select--

[To request a name change, click here](#)

Social Security Number Gender* Birth Date(MM/DD/YYYY)*

__**_ Female

[To request a SSN change, click here](#)

Same as Residence Address

Residence Address* Mailing Address*

United States United States

Address Line 2 Address Line 2

Pennsylvania Pennsylvania

Note: Primary Communication will be via email.

Primary Email Address* Confirm Primary Email Address*

Secondary Email Address Confirm Secondary Email Address

Phone Number (at least one phone number) *

Home Work Cell

- - - -

Citizenship Status

US Citizen

[To request a Citizenship change, click here](#)

I give my permission to provide demographic information to prospective employers for the purpose of potential employment

Yes No

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

6. Education Tab

Home | Messages | Applications | Logoff Help & Support

New Credential Application

Credential Type : Instructional I
Subject Area : Special Education PK-8 (9226) , Grades PK-4 (2825)

Application ID: 1171461
Application Status: Incomplete

Step 3 : Education Details < Prev 1 2 3 4 5 Summary Next >

No education records entered, click the Add New button

Required Education: Bachelors Degree and PDE-Approved Educator Preparation Program

Click "Add New" to add a new education record.

Add New

* denotes a required field.

Click on Add New to apply for your new certification.

Then click the hyperlink to search for your institution.

Required Education: Bachelors Degree and PDE-Approved Educator Preparation Program

Add New Record

Institution Name* Contact Official Details
Institution Name --Select--
[Click here to search](#) First Name Last Name

Institution Address* Phone Email Address
Address Line 1 - -
Address Line 2

City --Select-- Zip

Did you receive any Degree while at this institution? * Yes No

Educator Preparation Program

Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution? * Yes No

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.

Select Institution

Search and select institution to be included

AUN Number	Institution Name	
452008894	A T Still University of Health Sciences	Select
470000115	Abilene Christian University	Select
446005141	Abraham Baldwin Agricultural College	Select
426003842	Academy College	Select
418000821	Academy for Five Element Acupuncture	Select
436009443	Academy for Jewish Religion-California	Select
455007259	Academy of Art University	Select
441002273	Academy of Chinese Culture and Health Sciences	Select
455004787	Academy of Oriental Medicine at Austin	Select
417005882	Acupuncture and Integrative Medicine College-Berkeley	Select

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | ...

Institution not in the list above
Note: Enter complete institution name. Do not enter abbreviations.

Add New Record

Institution Name* Contact Official Details
Name of PA College or University --Select Contact Official Name--
[Click here to search](#) Phone Email Address

Institution Address* - -
123 School Lane
Address Line 2

Harrisburg Pennsylvania 17126

Did you receive any Degree while at this institution? * Yes No

Educator Preparation Program

Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution? * Yes No

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.

Add New Record

Institution Name*

Contact Official Details

--Select Contact Official Name--

Phone Email Address

Institution Address* [Click here to search](#)

Address Line 2

Pennsylvania

Did you receive any Degree while at this institution? * Yes No

Degree Information

Degree* Date Conferred(MM/YYYY)* Grade Point Average (GPA)*

Major Subject Area(s)

Major Subject Area	CIP Code	
Elementary Ed/Teaching	13.1202	Remove

[Click here to add Major Subject Area](#)

Educator Preparation Program

Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution? * Yes No

* denotes a required field.

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

Educator Preparation Program

Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution? * Yes No

No Educator Preparation Program records entered. If applicable, click [add Educator Preparation Program](#) link below.

Disclaimer: Educator Preparation Program information submitted in this application will be sent to the Pennsylvania preparing institution if the institution holds approval from the Pennsylvania Department of Education to offer the program. The Pennsylvania institution will verify the information submitted and if appropriate submit the recommendation for certification through TIMS. Completion of Educator Preparation Program completed outside of Pennsylvania may require verification from the institution via the PDE338A-College/University Verification Form (Copy of the form will be provided with the coversheet printed at the end of the application process).

[Click here to add Educator Preparation Program](#)

Add/Edit Educator Preparation Program

Add/Edit the Educator Preparation Program you attended while at

Educator Preparation Program *

--Select Educator Prep Program--

Educator Preparation Program not in the list above

Program Level*

Program Level Type*

Attendance Start Date (MM/YYYY)*

End/Anticipated Graduation Date (MM/YYYY)*

Program GPA *

7. Certification Tab

Step 5 : Certification Details

< Prev 1 2 3 4 5 Summary Next >

In-State Certification

You currently do not hold any Pennsylvania state certifications.

Note: If you have PA certifications that are not listed above, please call the Pennsylvania Department of Education at (717) 728-3224 for assistance.

Out-of-State Certification

Do you hold any out of state certificate ? Yes No

* denotes a required field.

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.

Code of Conduct

The Pennsylvania Code of Professional Practice and Conduct for Educators, which may be found on the [PDE Website](#), sets forth the standards for professional practice for Pennsylvania professional educators. All professional educators are expected to conduct themselves in accordance with the Code. Failure to do so may result in professional discipline. Indicate that you have read the code by checking the box below.

I certify that I have read and will abide by the Code of Professional Practice and Conduct for Educators. *

I hereby certify that all statements, attestations, information, data and documentation contained in this application are true and accurate and I agree to report immediately any changes to the information provided on the application including any changes to my responses to the background questions. I also understand that any falsification of any statement or document included with my application or my failure to report any changes may result in professional discipline, which may include revocation of my Pennsylvania certificate. I further understand that the authorized electronic signature (user ID and Password) used to submit this application has the same legal validity and enforceability as a written signature. *

By pressing the Submit button and continuing, I understand that I am giving permission to the indicated higher education institution and/or employing institution to view my certification application and profile which is necessary for the institution to complete its portion of my application

Print Proceed to Submit >>

9. Payment

Home | Messages ▾ | Applications ▾ | Logoff Help & Support

Payment Processing and Application/Request Submission

Request Type: Instructional I Total Fee Amount: \$200.00

Payment can be made by credit card or money order.

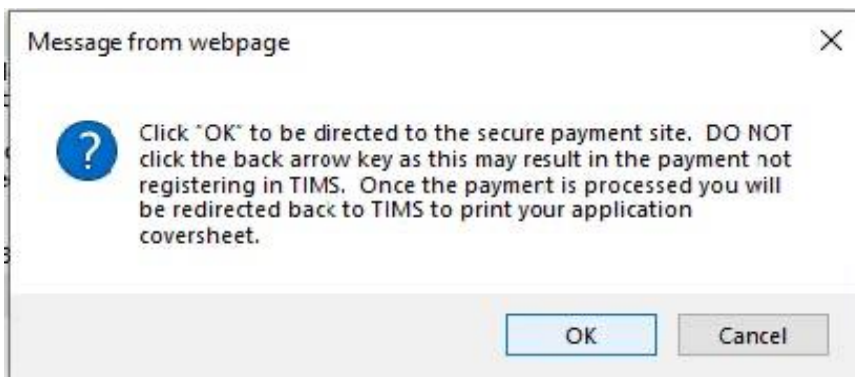
- If you select credit card, you will be prompted to enter your credit card information online. **You must have a United States address on file with the issuer of the credit card.**
- If you select money order, you will have to send the money order made out to the "Commonwealth of PA" with the coversheet printed at the end of the process. **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 Proceed to payment >>

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




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.

Home | Messages ▾ | Applications ▾ | Logoff Help & Support

Congratulations!

Your application has been submitted successfully! Please print a copy of this receipt for your records. Print

 **Application ID:** 1171461
Application Status: Waiting for Educ or Work Exp Verification
Payment Type: Credit Card
Payment Amount: \$200.00
Payment Date: 01/19/2021
Payment Confirmation Number: CC1171461.44215.556504537
Action Required From you: If any action is required from you, instructions will be provided below.

This application requires documentation to be mailed to PDE. Please follow the instructions below.

- [Click here to print the coversheet.](#) This coversheet lists all the documents to be sent.
- Attach all supporting documents to coversheet.
- Send coversheet and all supporting documents to PDE at the following address:
Bureau of School Leadership & Teacher Quality
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333

* denotes a required field. ■

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.

The screenshot shows the main interface of the TIMS application. The 'Application(s) In Process' section is highlighted with a red box. It contains a table with columns for Application ID, Certificate/Request Type, Application Status, Application Status Date, and Comments. Two applications are listed: one with ID 1171463 (Instructional I Requires Transcript Review Chemistry 7-12 (8420)) and one with ID 1171461 (Instructional I Special Education PK-8 (9226) , Grades PK-4 (2825)). The table also includes links for 'Track Progress' and 'Upload Documents'. Other sections visible include 'Messages', 'Profile & Settings', 'Emergency Permit Request', and 'Credential(s)'. The 'Messages' section shows 0 new messages, 0 inboxes, and 0 sent messages. The 'Profile & Settings' section has buttons for 'View & Update My Profile', 'Profile Change Application', 'View My Tests On File', and 'View My Proof Docs On File'. The 'Emergency Permit Request' section shows a table with one entry: Permit Request ID 366477, LEA Name Allegheny IU 3, Status Submitted by Applicant, and Comments. The 'Credential(s)' section has a button for 'Request Frameable Certificate' and a message 'No Certificate Records Found.'.

Application ID	Certificate/Request Type	Application Status	Application Status Date	Comments
1171463	Instructional I (Requires Transcript Review) Chemistry 7-12 (8420)	Incomplete	01/19/2021	Track Progress
1171461	Instructional I Special Education PK-8 (9226) , Grades PK-4 (2825)	Waiting for Educ or Work Exp Verification	01/19/2021	Click here to print the coversheet to send the required documentation. Upload Documents Track Progress

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”

Application(s) In Process

Application ID	Certificate/Request Type	Application Status	Application Status Date	Comments
1171403	Instructional I Turkish PK-12 (4487)	Incomplete	10/22/2020	Track Progress
1171397	Emergency Permit: LT Sub with Educational Obligation Art PK-12 (:1405)	Pending Documentation or Scanning	10/22/2020	Click here to print the coversheet to send the required documentation. Upload Documents Track Progress

Emergency Permit Request

Permit Request ID	LEA Name	Status	Comments
376980	Philadelphia City SD	Submitted to PDE	
376981	Philadelphia City SD	Approved by PDE	
376982	Philadelphia City SD	Submitted to PDE	

Credential(s)

Credential	Issue Date	Expiration Date	CE Status	Validity Status	
Instructional I General Science 7-12 (8450)	07/01/2016		Voluntary Inactive	Valid	Print
Emergency Permit: Day-to-Day Substitute All Career and Technical Areas 7-12 (-97)	10/01/2020	07/31/2024	N/A	Valid	Print

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 Application column to determine the specific follow-up required for your application.

Home | Messages | Applications | Logoff Help & Support

Welcome to TIMS !

Messages

PDE Reviews messages with the application. Please use the PA-Teach help line (717) 728-3224 or PDE Remedy for preliminary inquiries

My New Messages	0
My Inbox	0
My Sent Messages	0

Search Messages

Application(s) In Process

View/Delete Applications New Credential Application

Application ID	Certificate/Request Type	Application Status	Application Status Date	Comments
1171463	Instructional I (Requires Transcript Review) Chemistry 7-12 (8420)	Incomplete	01/19/2021	Track Progress
1171461	Instructional I Special Education PK-8 (9226) , Grades PK-4 (2825)	Waiting for Educ or Work Exp Verification	01/19/2021	Click here to print the coversheet to send the required documentation. Upload Documents Track Progress

Profile & Settings

View & Update My Profile View My Tests On File
Profile Change Application View My Proof Docs On File

Emergency Permit Request

Permit Request ID	LEA Name	Status	Comments
366477	Allegheny IU 3	Submitted by Applicant	
377029	Philadelphia City SD	Submitted by Applicant	

Emergency Permit Application

Credential(s)

Request Frameable Certificate

No Certificate Records Found.

ABCTE Permit

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.