All course work, PRAXIS tests must be completed and financial obligations fulfilled before submitting this electronic application. PDE WILL NOT PROCESS TIMS APPLICATIONS MORE THAN 30 DAYS PRIOR TO YOUR GRADUATION DATE IF YOU ARE AN UNDERGRADUATE.

APPLICATION FOR PDE CERTIFICATION

Visit PDE’s Application and Forms web page, and click on In-state PA Certificate Application.

These pages need to be completed with all information required.

ELECTRONIC APPLICATION


Click on the logo to access TIMS and follow directions to register. You will then have an ID and password that you will use each time you need to work with TIMS. Also, if you do not already have one, you will be given a seven-digit number (PPID) which you will use for most of your dealings with PDE

KEEP THIS INFORMATION FOR FUTURE REFERENCE.

After you have registered in TIMS, you need to wait 24 hours before you can complete the application. After 24 hours, access TIMS and begin the electronic application.

Read the directions carefully and use the Applicant’s User Guide for assistance. You will be entering information for a NEW CREDENTIAL APPLICATION.

Some helpful hints:

Skip the page that asks for work-related information.

When asked for payment, there is a drop down box. If you have a money order you can select that option or you can pay by credit card.

When you have finished this page concerning payment, there will be a message asking you to read carefully before you submit the electronic format. YOU may need to mail or scan some information to submit to PDE.

You will be asked to print the following:

- Heath Form (have your doctor sign it) to mail or scan and submit to PDE.
- Cover Sheet (has a bar code on it) to mail in with money order or Heath Form.

PDE will no longer mail certifications to you. Check the TIMS website for messages and you will be directed to print out your certification. Currently, this process will take 11 to 14 weeks.

You can check the status of your application by going to PDE’s Application Processing Status page.