

Instructional or Educational Specialist Level I Certification Application Checklist Teacher Information Management System (TIMS)

1. ACCESS TIMS from the PDE home page www.education.pa.gov

- Select "Educators" (blue navigation bar on top)
- Select "Certification"
- Click on "TIMS" log in highlighted in green
- Login assistance can be viewed under Assistance with TIMS (login help can be accessed at 1-888-498-8129)

2. Complete Teacher Information Management System (TIMS) Profile

- Requires a personal email address (not work or school)
- Need social security number – must be accurate
- Full official name as recorded on legal documents/name as it appears on a most recent credential issued by the Pennsylvania Department of Education
- Date of birth
- Citizenship documentation will be required if not a US Citizen

3. Select Credential Type and Subject Area to be Requested

- Credential type for which applying (i.e., Instructional I or Educational Specialist I, Administrative I, etc.): _____
- Subject area for which applying: _____
- Is your preparation program:
 - Approved by PDE to recommend you for certification in Pennsylvania?
 - Going to recommend you for certification?
 - If yes to the 2 bullets above, answer
 - "NO" to the question "Are you applying to add a new certificate area to an existing Pennsylvania certificate through testing alone?"
 - "YES" to the question "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?"
 - Note: An educator preparation program is a program that prepares an individual to become a certified teacher/educator/administrator. It includes an approved/planned program of study and student teaching or field experience in the content area.
 - Answering "Yes" to this question will allow you to send your electronic application to the **entity in Pennsylvania** approved by PDE to offer the program leading to certification.

4. Answer all Background Questions (Step 1)

- Check off the affidavit at the bottom of the page

5. Complete all requested Demographic Information (Step 2) - do not use your college email address

6. Education Information (Step 3) - extremely important-read all questions carefully)

- Select "Add New" and follow the instructions
 - Use the search tool and select the college name-do not type in the information (type the first 5 characters into the search box, then select the school entity when it pre-populates)
 - Select or add contact official name if you know it _____
 - Answer the question "Did you receive any Degree while at this institution?"
- The date of your **bachelor's degree conferral is needed**
 - Enter degree information – cannot input a future date for "Date Conferred"
 - If holding additional degrees, enter a new education record and complete information for each degree

Education Information (Step 3) - continued

- Major content category of your degree (may be different from prep program)
 - Search for and select the major subject area(s) that most closely matches your program from "Click here to add Major Subject Area"

- Answer the question "Did you attend an educator preparation program(s) while at this institution?"
 - Answering "Yes" to this question will send your electronic application to the **entity in Pennsylvania** you have identified who is approved by PDE to offer the program leading to certification in the area for which you have applied
 - If your degree was earned at one institution and your preparation program is in another institution, select "Add New" institution record and add a new record
- Select the approved preparation program institution
 - Program name: _____
 - Program level: was it undergrad, post-baccalaureate, graduate, master's, etc.?
 - Program level: was it a traditional or non-traditional prep program?
- If dual program, must select each preparation program before saving
- Save

7. Certification Information (Step 4)

- If you hold a certificate from another state, provide accurate information
- If you do not hold a certificate from another state, skip this step

8. Application Requirements, Proof Documents (Step 5) & Fees/Payments

- Collect proof documents meeting primary requirement OR the alternative requirement if necessary
- Upload in TIMS or mail to PDE with a cover sheet from the application
- Test score(s) must be reported to the Pennsylvania Department of Education directly from the test administrator – ETS, ACTFL, or ES Pearson – in addition, you may also include or upload a photocopy of the test score report with your application
 - The current testing requirements can be found at Testing Requirements and will be displayed on the cover sheet that prints from your TIMS application
 - if you've passed an exam not listed as current, please consult the "Replaced Tests" section in the Certification Staffing Policy Guideline (CSPG) 21
- Clearance documents such as background checks, child abuse reports, etc. only need to be submitted if they appear on the "Proof Item Requirements" tab of the TIMS application and/or the cover sheet.

9. Application Summary

- Review application summary, make sure all information is correct, especially education
- Check code of conduct boxes at the bottom
- Print a copy if you would like to do that (not required)
- Select "Proceed to Submit"

10. Select payment method

- Money order or credit card (Visa or MasterCard) only, no debit cards accepted
- Select "Process Payment and Submit Application"

11. Cover Sheet information

- Print, sign and date the first page of the cover sheet
 - First page is the cover sheet
 - Second page contains instructions
 - Send only the first page of the cover sheet with the required documentation
 - Send to PDE at the address at the bottom of the page cover sheet
- The category "Other" is available as a generic category for items that you feel may be relevant to the application, but are not required

12. You will receive a standard email from PDE stating they have received your application and are awaiting verification from the approved preparation program

- You do not need to do anything further
- PDE will send another email when the application is approved
- The status of your application can be checked from your dashboard
- Certificate can be printed from your dashboard when status of the application reads "Approved"