

## Applying for Certification or Adding an Endorsement

Hello!

Once you have completed your coursework including practicum (clinical experience, internship, student teaching), please see the instructions below:

1. Complete the Advisor Verification Form and send it to your advisor for review. Please copy the Certification Officer, Leah Bustraan, on the email. An online fillable Advisor Form can be found on the Immaculata University website <https://www.immaculata.edu/academics/departments/education/certification-office/>.
2. Complete the Teacher Information Management System (TIMS) application on the PA Department of Education's website. Instructions start on page 2 of this document.

Once reviewed, the TIMS application can be confirmed and submitted to the PA Department of Education for processing.

Important Information regarding Testing-Please make sure test scores are sent to the PA Department of Education and Immaculata University.

For information regarding test information, please contact Leah Bustraan in the Certification Office or visit Immaculata University's website at:

<https://www.immaculata.edu/academics/departments/education/certification-office/> - see the title "Am I taking the correct test?"

Test information can also be found on PDE's site at:

<https://www.education.pa.gov/Educators/Certification/CertTestingRequirements/Pages/default.aspx>

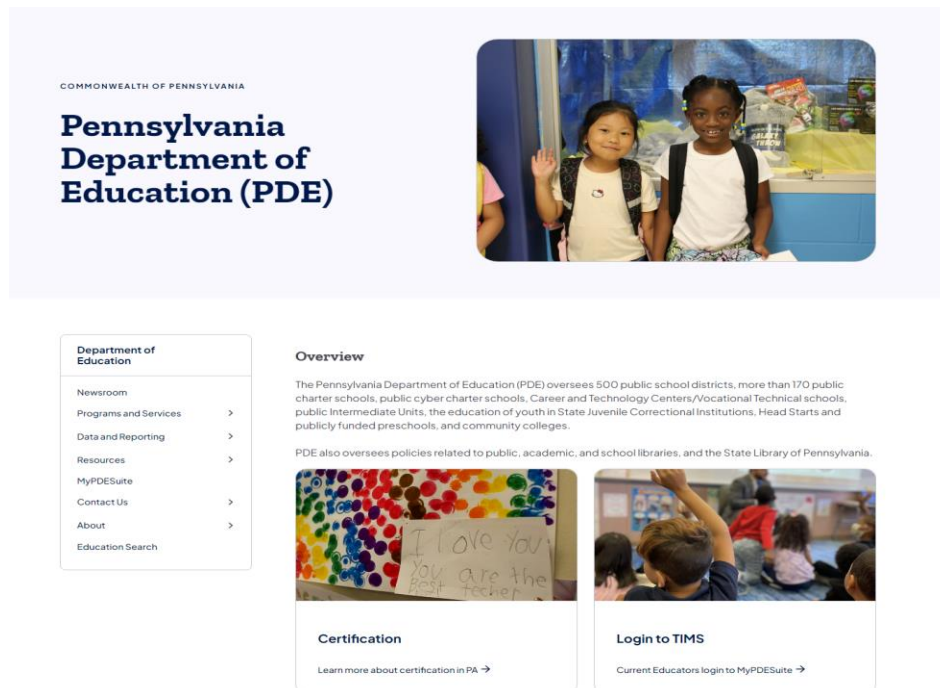
Please contact me at [lbustraan@immaculata.edu](mailto:lbustraan@immaculata.edu) or 484-323-3297 with any additional questions. I'm happy to help.

Thank you,  
Leah Bustraan  
Director of Student Teaching and Certification Officer, Immaculata University

# TIMS INSTRUCTIONS: CREATING A TIMS ACCOUNT, APPLYING FOR CERTIFICATION OR ADDING AN ENDORSMENT (WHEN YOU ALREADY HAVE YOUR CERTIFICATION)

## 1. Logging in/Creating an account:

Go to the main PA Department of Education website first – [www.education.pa.gov](http://www.education.pa.gov)



## 2. Select “Login to TIMS” graphic.

3. The PA Keystone Login page will ask you to enter your Username and Password to access TIMS. If you have not created your Keystone Login, please choose “Register Username” to create a Keystone Login. If you already have an account, skip to Step #5.

**TIMS - LOGIN PAGE**

Use your **Keystone Login** username and password to login

**User Name:**

**Password:**

**Log In**

Powered by

**PA KEYSTONE LOGIN**

[Register Username](#)

[Edit Account](#)

[Forgot Username](#)

[Forgot Password](#)

**Having trouble logging in?**  
Call the Keystone Login Helpdesk at: [877-328-0995](tel:877-328-0995)

## TIMS INSTRUCTIONS: CREATING A TIMS ACCOUNT, APPLYING FOR CERTIFICATION OR ADDING AN ENDORSMENT (WHEN YOU ALREADY HAVE YOUR CERTIFICATION)

For please information refer to Creating a Username and Password instructions in #4.

If you have problems with your Username and/or Password, please contact the Keystone Login HelpDesk at (877) 328-0995.

Please make a notation of your **7-digit PPID number**. The PPID, your Professional Personnel Identification Number, will be used by both employers and the PA Department of Education to reference your certification account.

#### 4. Creating a Username and Password:

Click the ‘Create Keystone Login Account’ link.

The screenshot shows the 'TIMS Login Page' with a header bar. A yellow box highlights the link 'Click here to create your username and password' with a red arrow pointing to it. The page content includes a 'TIMS - Certification Services' section with browser recommendations, login instructions, and help desk information. Below this is a 'TIMS' login section with fields for 'User Name' and 'Password', and a 'Log In' button. To the right is a 'Keystone Login' section with links for help desk, account creation, and password recovery. The page is powered by 'PA KEYSTONE LOGIN'.

**TIMS Login Page**

[Click here to create your username and password](#)

**TIMS - Certification Services**

**Browser Recommendation:** Use Internet Explorer 11 or Firefox to access the TIMS application.

**Logging In:** A Keystone Login account is required to access TIMS. [Create a Keystone Login account](#). Access Keystone Login resources below.

First time login to TIMS: you will be directed to a registration page where you will establish your TIMS profile, connecting your login to your certification records.

**Help Desk/User Guides**  
Having trouble **logging in** to TIMS? Call the Keystone Login Help Desk: [877-328-0995](tel:877-328-0995)

Experiencing an issue while **logged in** to TIMS? Send an email to [pa-edcertquestions@pa.gov](mailto:pa-edcertquestions@pa.gov) and include a screenshot and/or the error message.

[Access TIMS User Guides and Answers to FAQs.](#)

**TIMS**  
Use your Keystone Login username and password to login to TIMS

User Name:

Password:

Powered by **PA KEYSTONE LOGIN**

**Keystone Login**

Keystone Login HelpDesk: [877-328-0995](tel:877-328-0995)

[How To Guide: Create Key stone Account](#)

[Forgot Username](#)

[Forgot Password](#)

[Keystone Login Account](#)

You will need to establish your TIMS profile. See below.

## TIMS INSTRUCTIONS: CREATING A TIMS ACCOUNT, APPLYING FOR CERTIFICATION OR ADDING AN ENDORSMENT (WHEN YOU ALREADY HAVE YOUR CERTIFICATION)



pennsylvania  
DEPARTMENT OF EDUCATION

# TIMS

### Establish Teacher Information Management System (TIMS) Profile



This one time registration process requires the following information to be provided:

1. If you hold a PA certificate, enter the information that was provided at the time of issuance of your latest PA certificate.
2. If you do not hold a PA certificate, enter your SSN, Date of Birth, and Current Official Name as it appears on legal documents.

\* SSN:

\* Confirm SSN:

\* Date of Birth (MM/DD/YYYY):  /  /

\* Official First Name:

\* Last Name:

Middle Initial:

\* Citizenship Status:

APPLICANTS: Please note the following information in regard to your Social Security Number (SSN) DATA REQUIRED BY THE FEDERAL PRIVACY ACT (5 U.S.C. Section 552a note) AUTHORITY: 24 P.S. Section 1224.

Continue >>

[Privacy Policy](#) | [Security Policy](#) | [Home](#) | [Employment Opportunities](#) | [Contact Us](#) | [FAQ](#)

This site is best viewed with Internet Explorer 7+ and Mozilla Firefox 3.0+ browsers and a screen resolution of 1024x768.  
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### 5. New Credential Application:

Now that you are logged into your TIMS dashboard, you are ready to submit an application for certification (or adding an endorsement if you already have a certification). Look on the left-hand side for the “Applications In Process” section. Click on the button called “**New Credential Application.**”

# TIMS INSTRUCTIONS: CREATING A TIMS ACCOUNT, APPLYING FOR CERTIFICATION OR ADDING AN ENDORSMENT (WHEN YOU ALREADY HAVE YOUR CERTIFICATION)

[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

**Application(s) In Process**  

View/Delete Applications
New Credential Application

No Application Records Found.

**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 III 3	Submitted by Applicant	

Emergency Permit Application

**Credential(s)**  

Request Frameable Certificate

No Certificate Records Found.

ABCTE Permit

\* denotes a required field.

You will then need to choose the Credential Type and Requested Subject Area for your application request. **See the TABLE ON THE NEXT PAGE TO CHOOSE THE CORRECT CREDENTIAL TYPE AND SUBJECT AREA.**

[Home](#) | [Messages](#) | [Applications](#) | [Logoff](#)
[Help & Support](#)

## Select Credential Type and Subject Area to be requested

?

Requested Credential Type\* ?

--Select Credential Type--

Requested Certification Subject Area(s)\* ?

Click here to select certification subject area to be requested

Continue >>
Cancel

\* denotes a required field.

**TIMS INSTRUCTIONS: CREATING A TIMS ACCOUNT, APPLYING FOR CERTIFICATION OR  
ADDING AN ENDORSMENT (WHEN YOU ALREADY HAVE YOUR CERTIFICATION)**

<b>Educator Preparation Program:</b>	<b>Credential Type:</b>	<b>Certification Subject Area(s):</b>
Instructional I Grades PK-4	Instructional I	Grades PK-4 (2825)
Instructional I Special Education PK-12	Instructional I	Special Education PK-12 (9231)
Instructional I Grades PK-4 Instructional I Special Education PK-12	Instructional I	Grades PK-4 (2825), Special Education PK-12 (9231)
Instructional I Social Studies 7-12	Instructional I	Social Studies 7-12 (8875)
Instructional I Music PK-12	Instructional I	Music PK-12 (7205)
Instructional I Biology 7-12	Instructional I	Biology 7-12 (8405)
Instructional I Chemistry 7-12	Instructional I	Chemistry 7-12 (8420)
Instructional I English 7-12	Instructional I	English 7-12 (3230)
Instructional I Bus-Computer-Info Tech PK-12	Instructional I	Bus-Computer-Info Tech PK-12 (1603)
Instructional I Reading Specialist PK-12	Instructional I	Reading Specialist PK-12 (7650)
Supervisory Supvr Special Education PK-12	Supervisory	Supvr Special Education PK-12 (9215)
<b>Educator Preparation Program:</b>	<b>Credential Type:</b>	<b>Certification Subject Area(s):</b>
Supervisory Supvr Curriculum & Inst PK-12	Supervisory	Supvr Curriculum & Inst PK-12 (2915)
Supervisor Pupil Personnel Serv PK-12	Supervisory	Supvr Pupil Personnel Serv PK-12
Administrative I Principal PK-12	Administrative I	Principal PK-12 (1115)
Letter of Eligibility Superintendent PK-12	Letter of Eligibility	Superintendent PK-12 (1150)
Educational Specialist I Elementary & Secondary School Counselor PK-12	Educational Specialist I	Elementary & Secondary School Counselor PK-12 (1839)
Social, Emotional and Behavioral Wellness of PK-12 Students (1192)	Endorsement	Social, Emotional and Behavioral Wellness of PK-12 Students (1192)
Endorsement Science, Technology, Engineering & Math (STEM) Ed PK-12	Endorsement	Science, Technology, Engineering & Math (STEM) Ed PK-12 (1181)
Endorsement Online Instruction Program PK-12	Endorsement	Online Instruction Program PK-12
Endorsement Mathematics Coach PK-12	Endorsement	Mathematics Coach PK-12
Endorsement Instructional Coach PK-12	Endorsement	Instructional Coach PK-12 (1182)

## TIMS INSTRUCTIONS: CREATING A TIMS ACCOUNT, APPLYING FOR CERTIFICATION OR ADDING AN ENDORSMENT (WHEN YOU ALREADY HAVE YOUR CERTIFICATION)

### 6. Complete background questions:

**Step 1 : Background Questions**

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Summary
Next >

Before continuing with this application, you must respond to each question below.

Question #	Question	Response
1	Have you ever been the subject of a child abuse investigation or reported in this or any other state, territory or country? <a href="#">(If yes, click here for additional instructions).</a> *	<input type="radio"/> Yes-Unfounded <input type="radio"/> Yes-Indicated <input type="radio"/> Yes-Founded <input type="radio"/> No
2	Are you currently the subject of any misconduct investigation by an employer? <a href="#">(If yes, click here for additional instructions).</a> *	<input type="radio"/> Yes <input type="radio"/> No
3	Have you ever resigned from or otherwise left employment (e.g., settlement or agreement) while allegations of misconduct were pending or under investigation? <a href="#">(If yes, click here for additional instructions).</a> *	<input type="radio"/> Yes <input type="radio"/> No
4	Are you currently the subject of a disciplinary complaint or investigation or is there disciplinary action pending by a licensing agency in this or any other state territory or country? <a href="#">(If yes, click here for additional instructions).</a> *	<input type="radio"/> Yes <input type="radio"/> No
5	Have you ever had any certificate or license for any profession denied, revoked, suspended, surrendered or received a public reprimand in this or any other state, territory or country? <a href="#">(If yes, click here for additional instructions).</a> *	<input type="radio"/> Yes <input type="radio"/> No
6	Have you ever been convicted of a crime classified as a misdemeanor or felony in this state or any other state, territory or country? (For purpose of this question, convicted includes pleas. However, summary offenses do not need to be acknowledged.) <a href="#">(If yes, click here for additional instructions).</a> *	<input type="radio"/> Yes <input type="radio"/> No
7	Are criminal charges pending against you, or are you the subject of any inquiry or investigation by a law enforcement agency in this or any other state, territory or country? <a href="#">(If yes, click here for additional instructions).</a> *	<input type="radio"/> Yes <input type="radio"/> No

**Affidavit**

☐ I, \_\_\_\_\_, certify that the information provided in the these background questions, including all statements and documentation are correct and true. I understand that falsification of any statement or document may result in professional discipline including revocation of my Pennsylvania certificate.\*

### 7. Complete demographic information:

**Step 2 : Demographic Details**

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Summary
Next >

PPID

PA SecureID

Name Prefix  Last Name

First Name

MI

Name Suffix

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

Social Security Number  Gender\*

Female

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

Birth Date(MM/DD/YYYY)\*

☒ Same as Residence Address

Residence Address\*

Address Line 2

Mailing Address\*

Address Line 2

Note: Primary Communication will be via email.

Primary Email Address\*

Secondary Email Address

Confirm Primary Email Address\*

Confirm Secondary Email Address

Phone Number (at least one phone number) \*

Home  Work  Cell

Citizenship Status

[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



**Note:**

- Everything in the grayed-out boxes (PPID, PA Secure ID, Last Name, First Name, Middle Initial, and Social Security Number) cannot be edited on this page. All other fields can be entered or edited for corrections.
- If the field does not delete previous information – highlight the information, right-click with your mouse, and select either “Cut” or “Delete” to remove the information. You should then have a blank field again.

**8. The Education Tab:**

To continue through the application, TIMS requires both your bachelor’s degree information AND your educator preparation program details. The educator preparation program is the coursework that prepared you for the subject area(s) you will be teaching. To add this information in your application, click “Add New” on the Education Details page.

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.

Figure 1: Disregard the text special education pk-8; this should be special education PK-12 (9231)

Then click the hyperlink to search for your institution. Search for Immaculata University.



## TIMS INSTRUCTIONS: CREATING A TIMS ACCOUNT, APPLYING FOR CERTIFICATION OR ADDING AN ENDORSEMENT (WHEN YOU ALREADY HAVE YOUR CERTIFICATION)

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

#### Add New Record

Institution Name*		Contact Official Details	
<input type="text" value="Institution Name"/>		<input type="text" value="First Name"/>	
<input type="text" value="Institution Address"/>		<input type="text" value="Last Name"/>	
<input type="text" value="Address Line 1"/>		<input type="text" value="Phone"/>	
<input type="text" value="Address Line 2"/>		<input type="text" value="Email Address"/>	
<input type="text" value="City"/>	<input type="text" value="--Select--"/>	<input type="text" value="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

After selecting your institution from the available list of schools, TIMS will auto-generate the institution's address. You are not required to select an entry from the Contact Official Details, as it does not have a red asterisk (\*) next to the field.

Institution Name*		Contact Official Details	
<input type="text" value="Name of PA College or University"/>		<input type="text" value="--Select Contact Official Name--"/>	
<input type="text" value="123 School Lane"/>		<input type="text" value="Phone"/>	
<input type="text" value="Address Line 2"/>		<input type="text" value="Email Address"/>	
<input type="text" value="Harrisburg"/>	<input type="text" value="Pennsylvania"/>	<input type="text" value="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.

## TIMS INSTRUCTIONS: CREATING A TIMS ACCOUNT, APPLYING FOR CERTIFICATION OR ADDING AN ENDORSEMENT (WHEN YOU ALREADY HAVE YOUR CERTIFICATION)

**Add New Record**

Institution Name\*

[Click here to search](#)

Institution Address\*

Address Line 2

Pennsylvania  16802

Contact Official Details

--Select Contact Official Name--

Phone  Email Address

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)

No major subject area records entered. If applicable, click add major subject area link below.

[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 are looking for your subject area, search and select the major subject area that most closely matches the content area of the program that you completed. Your application will not be held up if you select the incorrect major subject area.

Note: If you make a mistake in the Date Conferred field and need to edit the numbers— highlight the information, right-click with your mouse, and select either “Cut” or “Delete” to remove the information. You should then have a blank field again.

Once you save your degree information, you can then move on to the second question. The second question asks, “Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution?” If you do not see the second question, exit out of the current education record, and add an updated entry.

## TIMS INSTRUCTIONS: CREATING A TIMS ACCOUNT, APPLYING FOR CERTIFICATION OR ADDING AN ENDORSMENT (WHEN YOU ALREADY HAVE YOUR CERTIFICATION)

**Add New Record**

**Institution Name\***

**Institution Address\***  
  
  
 Pennsylvania

**Contact Official Details**  
--Select Contact Official Name--

Phone  Email Address

[Click here to search](#)

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

**Degree Information**

**Degree\***  
Bachelors

**Date Conferred(MM/YYYY)\***

**Grade Point Average (GPA)\***

Major Subject Area(s)

Major Subject Area	CIP Code	
Elementary Ed/Teaching	13.1202	<a href="#">Remove</a>

[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](#)

Please enter all information with a red asterisk (\*) next to the field.

Note: If you have applied for multiple subject areas, you will need to add all areas in this educator preparation program section.

# TIMS INSTRUCTIONS: CREATING A TIMS ACCOUNT, APPLYING FOR CERTIFICATION OR ADDING AN ENDORSMENT (WHEN YOU ALREADY HAVE YOUR CERTIFICATION)

## 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\* --Select--

Program Level Type\* --Select--

Attendance Start Date (MM/YYYY)\* /

End/Anticipated Graduation Date (MM/YYYY)\* /

Program GPA \*

Add Cancel

Once all educator preparation programs have been added, you will see your full education record on the education tab. It will have your Institution Name, Institution Address, Degree Information, and Educator Preparation Program all complete. In the bottom right, click “Save.”

### Add New Record

Institution Name\* Name of PA College or University

Contact Official Details --Select Contact Official Name--

Phone Email Address

Institution Address\* 123 School Lane

Address Line 2 Harrisburg Pennsylvania 17126

Click here to search

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

#### Degree Information

Degree\* Bachelors

Date Conferred (MM/YYYY)\* 05/2019

Grade Point Average (GPA)\* 3.75

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

Educator Prep Program Name	Program Level	Program Level Type	Attendance Start Date	End/Anticipated Graduation Date		
Instructional I Grades PK-4	Undergraduate	Traditional	08/2015	06/2019	Edit	Remove
Instructional I Special Education PK-8	Undergraduate	Traditional	08/2015	06/2019	Edit	Remove

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

Save Cancel

Figure 2: Disregard the text special education pk-8; this should be special education PK-12 (9231)

## TIMS INSTRUCTIONS: CREATING A TIMS ACCOUNT, APPLYING FOR CERTIFICATION OR ADDING AN ENDORSMENT (WHEN YOU ALREADY HAVE YOUR CERTIFICATION)

You will now have a saved entry with your degree and educator preparation program recorded. If you need to add additional degrees or education records, click “Add New” to continue entering information. Otherwise, click “Next” to move to the next page.

### Step 3 : Education Details

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[Summary](#)
[Next >](#)

Institution Name	State	Country	Degree Conferred	Degree GPA	Date Conferred	Major Subject Area	Educator Prep Program Attended?	Program GPA	Record Added Date		X
PA College/University	PA	USA	Bachelors	3.75	05/2019	Elementary Ed/Teaching;	Yes	3.80	01/15/2021	<a href="#">Edit</a>	

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

Click “Add New” to add a new education record.

[Add New](#)

You will be asked to complete a survey about your educator certification program provider. The PA Department of Education is seeking feedback on the quality of the programs that prepare educators for certification. The responses to this brief survey do not affect the individual who completes them, nor his/her certification.

## 9. The Certification Tab:

### Step 5 : Certification Details

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[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 this is your initial Pennsylvania certificate, this page will be blank.
- If you have any previously issued Pennsylvania certification, you will see them listed in the middle of the page.
- If you have any Out of State certifications, check “Yes” at the bottom of the page to Add a new out of state record.

## 10. 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.

## 11. Payment Tab:

Payment for your application can be made by credit card or by money order. Both options are outlined below.

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.

The screenshot shows the 'Congratulations!' page of the TIMS application system. At the top is a navigation bar with links for Home, Messages, Applications, and Logoff, along with a Help & Support link. The main content area features a green checkmark icon and a message: 'Your application has been submitted successfully! Please print a copy of this receipt for your records.' To the right of this message is a 'Print' button. Below the message, a box contains the following details: Application ID: 1171461, Application Status: Waiting for Educ or Work Exp Verification, Payment Type: Credit Card, Payment Amount: \$200.00, and Payment Date: 01/19/2021. Below this box, the Payment Confirmation Number is listed as CC1171461.44215.556504537. A note states: 'Action Required From you: If any action is required from you, instructions will be provided below.' A red-bordered box contains the following text: 'This application requires documentation to be mailed to PDE. Please follow the instructions below.' followed by three numbered instructions: 1. Click here to print the coversheet. This coversheet lists all the documents to be sent. 2. Attach all supporting documents to coversheet. 3. 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. At the bottom left, a small note says '\* denotes a required field.' with a red square icon.

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.**

1. [Click here to print the coversheet.](#) This coversheet lists all the documents to be sent.
2. Attach all supporting documents to coversheet.
3. 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. ■

## 12. Submitting Documentation- The TIMS Coversheet:

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. Our address is included in the bottom right corner. If “Other” is the only thing listed on your coversheet, you are not required to send anything to our office, including the coversheet.



## TIMS INSTRUCTIONS: CREATING A TIMS ACCOUNT, APPLYING FOR CERTIFICATION OR ADDING AN ENDORSMENT (WHEN YOU ALREADY HAVE YOUR CERTIFICATION)

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[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
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**Profile & Settings**

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[View My Tests On File](#)  
[View My Proof Docs On File](#)

**Emergency Permit Request**

Permit Request ID	LEA Name	Status	Comments
366477	Allegheny IU 3	Submitted by Applicant	

[Emergency Permit Application](#)

**Credential(s)**

[Request Frameable Certificate](#)

No Certificate Records Found.

[ABCTE Permit](#)

**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	<a href="#">Track Progress</a>
1171461	Instructional I Special Education PK-8 (9226) , Grades PK-4 (2825)	Waiting for Educ or Work Exp Verification	01/19/2021	<a href="#">Click here to print the coversheet to send the required documentation.</a> <a href="#">Upload Documents</a> <a href="#">Track Progress</a>

### 13. Check the Status of Your Application:

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**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(s) In Process**

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### Additional Resources for TIMS:

YouTube Link- From PDE:

<https://www.youtube.com/watch?v=NXFnaygVgFo>



TIMS INSTRUCTIONS: CREATING A TIMS ACCOUNT, APPLYING FOR CERTIFICATION OR  
ADDING AN ENDORSEMENT (WHEN YOU ALREADY HAVE YOUR CERTIFICATION)

Step by Step Guide from PDE:

<https://www.education.pa.gov/Educators/Certification/Application/UserGuides/Pages/TIMSPersonal.aspx>

- Chrome and Safari users will continue to experience payment problems. We recommend using either Internet Explorer or Mozilla Firefox when accessing TIMS.
- For Graduate and Post-Bacc students: You can disregard the message regarding the basic skills tests results that show on the PDE Cover Sheet. You are not required to take them. Basic skills tests are also waived for undergraduate students – see information regarding ACT 55 waiver.
- You can use Visa, MasterCard or Discover to make the payment (not American Express).
- If you would like to pay by money order, please select Money Order on the payment page. You will also need to check the box agreeing to send a money order with your TIMS coversheet. Click Proceed to Submit.
- The Work Experience Details tab will only be available for educators applying for certification through an out of state university or through out of state licensure. This step will not be listed for Pennsylvania program completers.
- When applying for your certification in TIMS, please confirm that your required tests have been completed and reported to the PA Department of Education directly from the test provider. You can view the current tests on your TIMS account in the “View My Tests On File” section of TIMS.

Please contact me at [lbustsaan@immaculata.edu](mailto:lbustsaan@immaculata.edu) or 484-323-3297 with any additional questions. I'm happy to help.

Thank you,  
Leah Bustsaan  
Director of Student Teaching and Certification Officer, Immaculata University