

## Teacher Information Management System (TIMS)

### *Step One – Confirming or Creating Your Education Website Login*

- You may already have an education website login established. If you have an established login go to the [www.education.pa.gov](http://www.education.pa.gov) website, on left side select Access TIMS.
- To create a login, click on the “Register” link located at the bottom of the page. Fill in your first name, last name, street address, city, state, zip code, email address, User ID (username), password, security question, security question answer and other optional information you wish to provide. **Be sure to record your User ID and password.** The password is case sensitive and should have a combination of numbers, letters, uppercase, lowercase and symbols to be secure. The User Id is NOT case sensitive. Click on the “Register” button to submit your request. Your account will not be active until the next day, so **wait 24 hours** then confirm your login.

### *Step Two – Entering a Certification Request*

- Login go to the [www.education.pa.gov](http://www.education.pa.gov) website, on the left side of the page click on “Access TIMS”.
- You may use TIMS to enter an application, request name changes, update your address and other contact information, review your certification(s), print copies of your certificate, and to check on the status of an application.
  1. Navigate to the [www.education.pa.gov](http://www.education.pa.gov) website. Click on “Access TIMS”.
  2. Log In.
  3. If this is your first visit to TIMS, enter your social security number, date of birth and your name.
  4. From the TIMS homepage, or “dashboard”, select the “New Credential Application”.
  5. Select your certification option from the pull down menu and continue through the application.
  6. Type: Instructional I Subject Area: Elementary & Secondary School Counseling PK-12 (1839)
  7. When selecting institution in search box type: Indiana The correct selection will be: Indiana Univ PA/Main
- Pay careful attention to the following when establishing your profile:
- Stop and save your application to obtain answers to your questions as you proceed through the screens.

TIMS questions contact: Judy Geesey Teacher Education Office 724-357-2485 or [jgeesey@iup.edu](mailto:jgeesey@iup.edu)

**You cannot change the application after it is submitted**

Check all pages carefully before clicking on the submit button.

You can delete an incorrect application on the TIMS dashboard **before** it is submitted.

PDE cannot correct or return an application once submitted so this is an important step.
- **SELECT CREDIT CARD AS PAYMENT.**

### *Step Three – What To Do AFTER Submitting Your Application in TIMS*

- After submitting the application to PDE via TIMS you can print and save your cover sheet.

**Go to <http://www.iup.edu/marketplace> to submit your \$60 IUP Certification Fee.**

**Click on Teacher Certification Store - add to cart and follow the instructions.**

- **Submit a copy of page 1 of your TIMS cover sheet and a copy of your Marketplace payment receipt to:**

**Department of Counseling  
Certification Request  
206 Stouffer Hall  
1175 Maple Street  
Indiana PA 15705**

- Your certificate **WILL NOT** arrive in the mail. You will be able to print copies of your certificate anytime you need a copy from TIMS once the application is approved.

Thank you for your support and cooperation with the TIMS certification system.

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