

Instructions to Apply for Teacher Certificates

When you have met the requirements to apply for the Career and Technical Intern, the Career and Technical Instructional I, the Career and Technical Instructional II, or Add on Career and Technical Area teacher certificate, follow the instructions outlined on this page.

- Read all the instructions before you open the TIMS website and make note of items that you need to print and submit.
- **If you don't follow all the instructions, your certificate application will be delayed.**
- Processing time for certificates is usually 2-4 weeks.
- **The following documentation should be submitted at the end*:**
 - Copy of all pages of your PDE coversheet.
 - Copy of your paid receipt from the IUP Marketplace.
- **You must complete all 3 Parts of the instruction process below!**

Part 1 of 3: TIMS Login Instructions for Personal Users

We highly recommend using Internet Explorer or Firefox to access TIMS. Chrome and Safari users experience technical difficulties, which includes payment processing issues.

1. Go to www.education.pa.gov
2. Scroll down to the “Login to TIMS” box, and click on ‘Current Educators login to My PDESuite’.

Overview

The Pennsylvania Department of Education (PDE) oversees 500 public school districts, more than 170 public charter schools, public cyber charter schools, Career and Technology Centers/Vocational Technical schools, public Intermediate Units, the education of youth in State Juvenile Correctional Institutions, Head Starts and publicly funded preschools, and community colleges.

PDE also oversees policies related to public, academic, and school libraries, and the State Library of Pennsylvania.



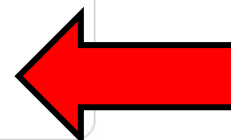
Certification

[Learn more about certification in PA →](#)



Login to TIMS

[Current Educators login to MyPDESuite →](#)



- When you select the MyPDESuite link, a new screen will appear. It will ask you to enter your **username** and **password**. If you don't have a username and password yet, select the **"Register Username"** link to sign up.

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 - Certification Services
Browser Recommendation: Use Edge or Firefox to access the TIMS application.
Logging In: A Keystone Login account is required to access TIMS.
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
Are you 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 ra-edcertquestions@pa.gov and include a screenshot and/or the error message.
[Access TIMS User Guides and Answers to FAQs.](#)

- After registration, you will return to the login page to enter your Username and Password and select "Login." If you have problems with the login screen, your username, and/or passwords, contact the Help Desk: (877) 328-0995.
- The first time you log in with your username and password, you will need to establish your TIMS profile

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TIMS

Establish Teacher Information Management System (TIMS) Profile

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

- If you hold a PA certificate, enter the information that was provided at the time of issuance of your latest PA certificate.
- 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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6. You are now on your TIMS dashboard (aka the TIMS homepage).



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TIMS

Teacher Information Management System

Applicant

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
287321	Instructional II English 7-12 (3230) , Spanish PK-12 (4490)	Approved	02/28/2013	Certificate is published and available for printing.
243606	Instructional I Spanish PK-12 (4490)	Approved	03/29/2010	Certificate is published and available for printing.
123501	Name Change	Approved	09/29/2008	Application has been approved and will be available within 24 hours on the Web.
61948	Emergency Permit: LT Sub with Educational Obligation Spanish PK-12 (4490)	Approved	09/24/2008	Permit is published. Contact LEA.
243605	Emergency Permit: LT Sub with No Educational Obligation Spanish PK-12 (4490)	Approved	09/10/2007	Permit is published. Contact LEA.

Profile & Settings

View & Update My Profile | Profile Change Application | View My Tests On File

Emergency Permit Request

Permit Request ID	LEA Name	Status	Comments
140678	Conneaut SD	Approved by PDE	
141532	Conneaut SD	Approved by PDE	
146387	Conneaut SD	Approved by PDE	

Emergency Permit Application

Credential(s)

Request Frameable Certificate | Update Existing Certificates

Credential	Issue Date	Expiration Date	CE Status	Validity Status	
Emergency Permit: LT Sub with Educational Obligation Spanish PK-12 (4490)	09/01/2008	07/31/2009	N/A	Expired	Print
Emergency Permit: LT Sub with No Educational Obligation Spanish PK-12 (4490)	08/01/2006	07/31/2007	N/A	Expired	Print
Emergency Permit: LT Sub with No Educational Obligation Spanish PK-12 (4490)	08/01/2007	07/31/2008	N/A	Expired	Print
Instructional I Spanish PK-12 (4490)	03/01/2010		Active	Converted	Print
Instructional I English 7-12 (3230)	06/01/2006		Active	Converted	Print
Instructional II English 7-12 (3230)	02/01/2013		Active	Valid	Print
Instructional II Spanish PK-12 (4490)	02/01/2013		Active	Valid	Print

ABCTE Permit

Part 2 of 3: Submit an Application

After successfully logging in, you are ready to submit an application from your TIMS dashboard!

Important notes for completing application:

- Transcripts do not have to be sent to PDE for Career and Technical certification areas.
- Career and Technical Instructional II applicants must request for their employing school to complete "Work Experience Affirmation" in TIMS.
- Cooperative Education applicants who hold a Career and Technical Instructional II certificate must complete all requirements but apply for Career and Technical I Cooperative Education in TIMS. PDE will convert it to Career and Technical II.

1. Click on the button “New Credential Application.”

The screenshot shows the TIMS (Teacher Information Management System) dashboard. The header includes the Pennsylvania Department of Education logo, the TIMS title, and a welcome message for 'Test User100!'. The main content area is divided into several sections: 'Messages', 'Application(s) In Process', 'Profile & Settings', 'Emergency Permit Request', and 'Credential(s)'. A red arrow points to the 'New Credential Application' button in the 'Application(s) In Process' section.

Application ID	Certificate/Request Type	Application Status	Application Status Date	Comments
1020516	Instructional II Art PK-12 (1405) Elementary K-6	Pending Documentation or Scanning	02/06/2018	Click here to print the coversheet to send the required

2. Select the [credential type](#) you are applying for.

The screenshot shows the TIMS dashboard with the 'Select Credential Type and Subject Area to be requested' dropdown menu open. The dropdown lists various credential types, with 'Career and Technical Intern (24)' selected. To the right of the dropdown, there is a note about the requirements for Career and Technical Teacher Intern candidates.

Requested Credential Type*

- Select Credential Type--
- Administrative (78)
- Administrative I (75)
- Administrative II (84)
- Administrative Provisional I (72)
- Career and Technical Instructional I (21)
- Career and Technical Instructional II (22)
- Career and Technical Intern (24)**
- Career and Technical Supervisor (19)
- College Permanent (80)
- COMMISSION (95)
- Commission Qualification Letter (96)
- CPE Funeral Director (1006)
- CPE Nursing Program-Foreign Educated (1002)
- CPE Nursing Program-Out of State GED (1003)
- Educational Specialist I (31)
- Educational Specialist II (32)
- Endorsement (58)
- Exceptional Case (2001)
- Instructional I (61)

Career and Technical Teacher Intern candidates must have two years of wage-earning experience in the occupation, pass the occupational competency assessment process and be enrolled in a Pennsylvania approved Career and Technical intern program leading to Career and Technical I certification. Select Intern if you are in a non-Career and Technical intern program.

3. Select the subject area you are applying for. (This should match your OCA Certificate area)

4. Answer the following questions appropriately if they are listed for the credential type you are requesting.

- Is this area being added to an existing PA instructional certificate due to testing alone?
- Will a Pennsylvania institution verify that you meet certification requirements for the certificate you are applying for? HINT-In most cases, if your program was completed in the state of Pennsylvania, your answer will be “yes.” If your program was completed outside the state of Pennsylvania, your answer is “no.”
- Are you a veteran or the spouse of an active duty/veteran?

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TIMS Teacher Information Management System
** Staging **

Welcome Test User1051
Applicant
Home | Messages | Applications | Logoff
Help & Support

Select Credential Type and Subject Area to be requested

Requested Credential Type*
Instructional I (61)

Requested Certification Subject Area(s)*
Reading Specialist PK-12 (7650)

Click here to select certification subject area to be requested

Your application requires a response to the following preliminary question(s).

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

5. Answer the good moral character questions.

6. Enter your education information under the education tab by clicking Add New. **Select Indiana Univ of PA/Main from the drop-down box -- don't type it in. Note: Always select "Add New" -- even if IUP is already listed.** If your certification program was not completed at the bachelor's degree level, make sure you also include the information regarding your bachelor's degree.

New Credential Application

Credential Type : Instructional I
Subject Area : Reading Specialist PK-12 (7650)

Application ID: 1020517
Application Status: Incomplete

Step 3 : Education Details

Institution Name	State	Country	Degree Conferred	Degree GPA	Date Conferred	Major Subject Area	Educator Prep Program Attended?	Program GPA	Record Added Date
College #1	USA		Masters	3.90	04/1999	Elementary Ed/Teaching	N/A	N/A	03/12/2013 View
College #2	USA		Bachelors	3.40	05/1993	Fine Arts/Art Studies	N/A	N/A	03/12/2013 View

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

Add New Record

Institution Name*
Penn State Harrisburg

Contact Official Details
-- Select Contact Official Name --
Phone
Email Address

Institution Address*
777 West Harrisburg Pike
Address Line 2
Harrisburg Pennsylvania 17105

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

Degree Information
Degree*
Masters
Date Conferred(MM/YYYY)*
08/2017
Grade Point Average (GPA)*
4.0

Major Subject Area(s)
Reading Teacher Ed
CIP Code
13.1315
[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 Reading Specialist PK-12	Masters	Traditional	01/2016	06/2018

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 PDE/JSA-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

7. Enter relevant education work experience if applicable to your requirements for certification by clicking “Add New.”
 - Update any information that has prepopulated into your application.
8. Educator Preparation Program: Respond Yes, your program is Undergraduate, and Traditional.
9. The Summary Page will list documents that you have to gather and send to our office AFTER you pay and submit the online portion of your application. TIMS is unable to auto-evaluate the application to determine if previously submitted documents pertain to the current application you are submitting. In those cases, there may still be documents you are required to submit that are not listed on your application cover sheet.
10. All required tests for the subject area applied for will be listed in the application. TIMS cannot determine exemptions. The official consideration and review of testing will be made by the certification evaluator at the time of application review. You can view the receipt of the tests currently on file on your TIMS homepage under the “View My Tests On File” button.
11. Choose your payment option (credit card or money order). TIMS does not accept American Express. If you receive an error message before submitting your payment information, wait three hours and try again.
12. Submit your application.
13. After you submit your application in TIMS, you will be given the option of printing your cover sheet. Print the cover sheet. Submit all required documents along with the cover sheet to the address provided on the cover sheet. The cover sheet is always available on your TIMS dashboard for future mailings. **Keep a copy of all materials sent.**
14. TIMS may give you the option to upload certain documents directly into your application. If an upload button is not available for a required document, it must be sent through the mail along with a copy of the cover sheet. **DO NOT UPLOAD DOCUMENTS UNDER INCORRECT HEADINGS.**

Do not fold, do not staple



TIMS Application Coversheet

☐ Clearance

☐ Fee

☐ Other





Applicant Name : Applicant's name
 Application Type: Instructional I
 Application ID: 1000000



Refer to Page 2 for specific requirement Comments :
Money Order Comments :
Use this box for required supplemental documentation. There may be none needed. Comments :

NOTE: If the cover sheet does not indicate any proof documents are required, there is still the possibility that additional documentation will be required. In that event, you will be contacted by your certification evaluator at the time of the evaluation.

An application is considered complete and ready to be evaluated only AFTER all documentation necessary for the evaluation has been received by PDE. The processing wait time begins at the date your status is determined "Awaiting Evaluation." Applications with an answer other than "no" to a good moral character question will take longer.

14. Check the Status of Your Application

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

Application ID	Certificate/Request Type	Application Status	Application Date	Comments
1097443	Instructional II Elementary K-6 (2810)	Waiting for Educ or Work Exp Verification	04/03/2019	Click here to print the coversheet to send the required documentation. Upload Documents Track Progress
244072	name withheld	Approved	06/10/2016	Application has been approved and will be available within 24 hours on the Web.
706182	Instructional I Elementary K-6 (2810)	Approved	06/05/2012	Certificate is published and available for printing.

Profile & Settings

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

Emergency Permit Request

No Permit Request Records Found.

Credential(s)

Request Frameable Certificate Update Existing Certificates

Credential	Issue Date	Expiration Date	CE Status	Validity Status	
Instructional I Elementary K-6 (2810)	05/01/2012		Active	Valid	Print

ABCTE Permit

- **Incomplete:** You started an application but have not yet submitted it.
- **Submitted for Educ or Work Exp Verification:** You submitted your application and it is now waiting for an electronic verification of your preparation program (IHE) or work experience (LEA). Click the "Track Progress" link to view the pending entity.
- **Pending Documentation:** PDE is still waiting for your required documents. Click the "Track Progress" link to view the pending documentation.
- **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. PDE 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:** The PDE evaluation has occurred and you now need to submit additional information in order to complete the evaluation. Please check your email to look for the specific requirements outlined by your evaluator. Click the "Track Progress" link to view the pending documentation and/or the Send Back available for your application.
- **Pending Test Score:** The PDE evaluation has occurred and you need to complete a test(s) in order to be issued a PA certificate. Click the "Track Progress" link to view the pending test and/or the Send Back available for your application.

For any additional questions, first [view the TIMS FAQ](#) before contacting PDE.

Part 3 of 3: IUP Requirements

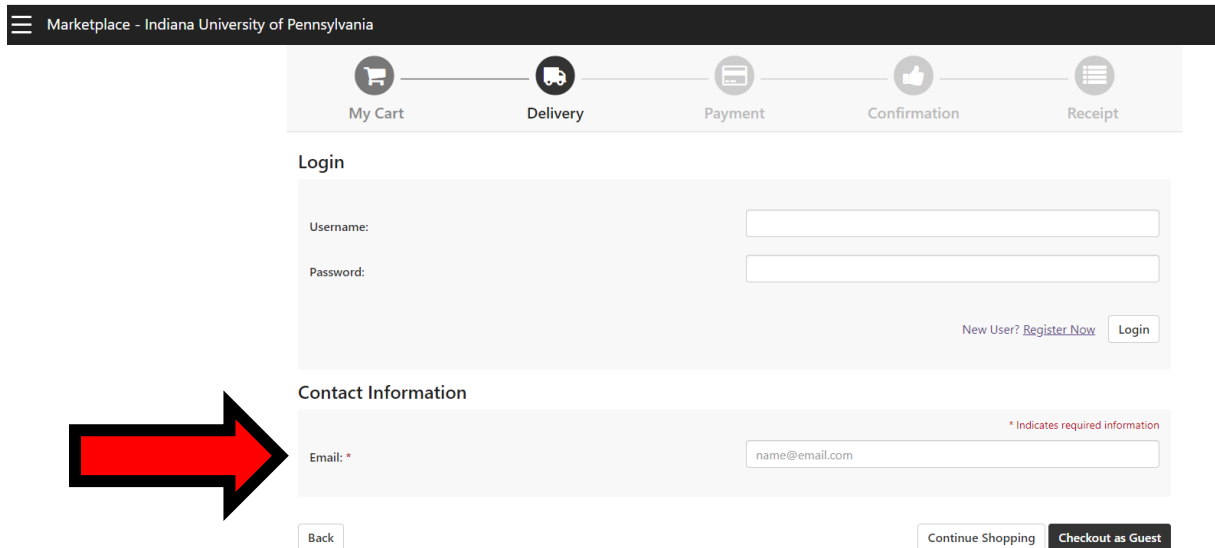
Go to www.iup.edu/marketplace to pay IUP's processing fee. You will need to pay electronically—either by credit or debit/checking information.

Scroll down & Click on **Center for Career & Technical Personnel Prep** (look for the Success image)

On the next screen, Click on **Teacher Certification Fee**

On the next screen, Click on **Small Cart** icon in bottom right-hand corner

Select **Continue** (you do not need to log in, you can **just enter an email address** to have your receipt sent to)



The screenshot shows the IUP Marketplace checkout process. At the top, a navigation bar includes a hamburger menu icon and the text "Marketplace - Indiana University of Pennsylvania". Below this is a progress bar with five steps: "My Cart", "Delivery", "Payment", "Confirmation", and "Receipt". The "My Cart" step is currently active. The main content area is divided into two sections. The first section is titled "Login" and contains fields for "Username:" and "Password:", along with a "New User? Register Now" link and a "Login" button. The second section is titled "Contact Information" and contains an "Email: *" field with a placeholder "name@email.com". A red asterisk indicates required information. At the bottom of the form are three buttons: "Back", "Continue Shopping", and "Checkout as Guest". A large red arrow points to the "Email" field.

Complete the payment process. You will be e-mailed a receipt that you can print.

The following documentation should be submitted*:

Copy of all pages of your PDE coversheet

Copy of your paid receipt from the IUP Marketplace

***The documentation can be submitted via e-mail to jwilliam@iup.edu OR by fax to 724-357-6200 OR by mail to:**

**IUP Center for Career & Technical Personnel Preparation
Attention: Certification
216 Zink Hall, 1190 Maple St
Indiana, PA 15705**