

## Instructions to Apply for Teacher Certificates

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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

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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](http://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.



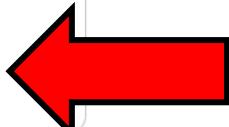
#### Certification

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



#### Login to TIMS

[Current Educators login to MyPDESuite →](#)



3. 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:** myusername

**Password:** \*\*\*\*\*

**Log In**

Powered by



**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](mailto:ra-edcertquestions@pa.gov) and include a screenshot and/or the error message.

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

4. 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.

5. The first time you log in with your username and password, you will need to establish your TIMS profile


**pennsylvania**  
 DEPARTMENT OF EDUCATION

**TIMS**

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

[?](#)

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

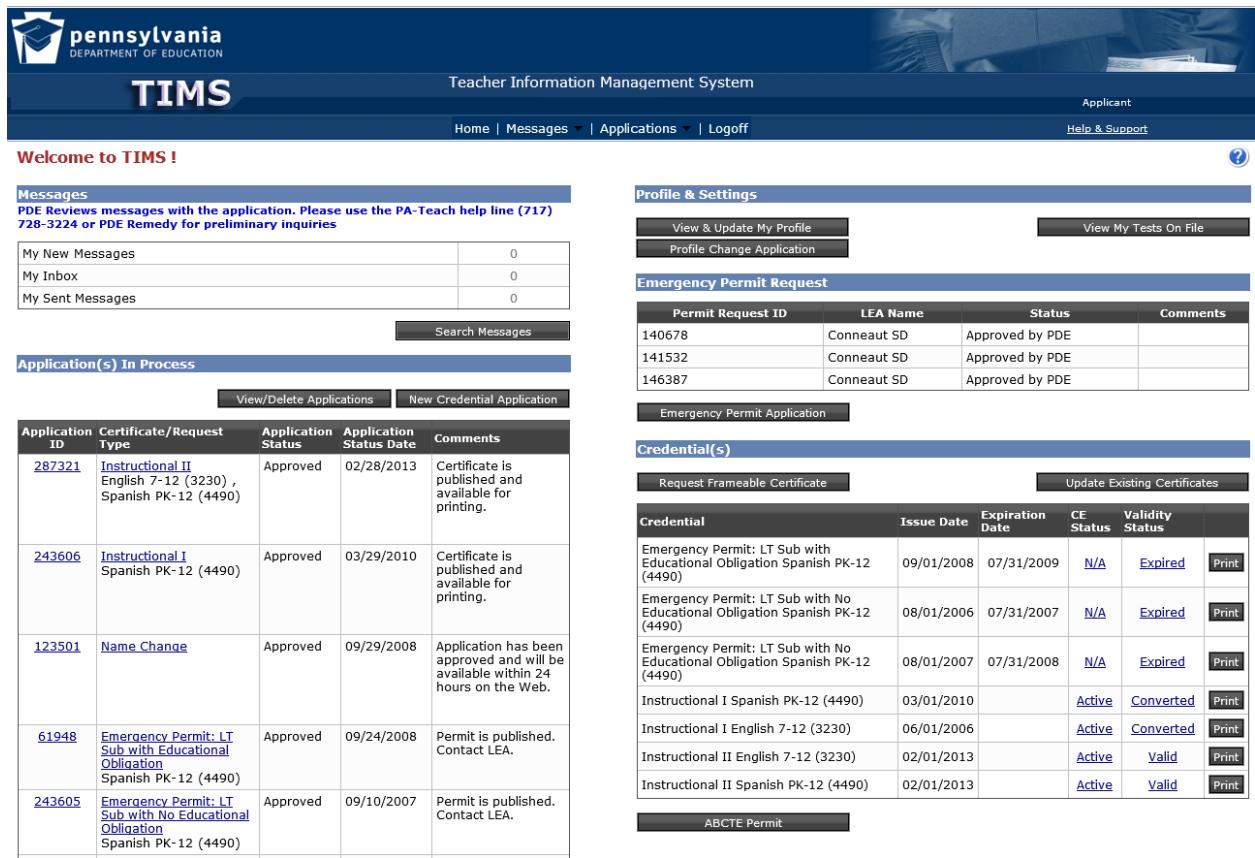
1. If you hold a PA certificate, enter the information that was provided at the time of issuance of your latest PA certificate.  
 2. If you do not hold a PA certificate, enter your SSN, Date of Birth, and Current Official Name as it appears on legal documents.

|                               |  |
|-------------------------------|--|
| * SSN:                        | <input type="text"/>   |
| * Confirm SSN:                | <input type="text"/>   |
| * Date of Birth (MM/DD/YYYY): | <input type="text"/> / /   |
| * Official First Name:        | <input type="text"/>   |
| * Last Name:                  | <input type="text"/>   |
| Middle Initial:               | <input type="text"/>   |
| * Citizenship Status:         | <input type="text"/> --Select-- <input type="button" value="▼"/> |

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 >>**

6. You are now on your TIMS dashboard (aka the TIMS homepage).



The screenshot shows the TIMS (Teacher Information Management System) dashboard. At the top, there is a header with the Pennsylvania Department of Education logo and the word "TIMS". Below the header, there are navigation links for "Home", "Messages", "Applications", and "Logoff", along with "Help & Support" and a question mark icon. The main content area is divided into several sections:

- Messages:** A table showing "My New Messages" (0), "My Inbox" (0), and "My Sent Messages" (0). Below it is a "Search Messages" button.
- Application(s) In Process:** A table with columns for "Application ID", "Certificate/Request Type", "Application Status", "Application Status Date", and "Comments". It lists five applications:
 

| 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:** Buttons for "View & Update My Profile" and "Profile Change Application", along with a "View My Tests On File" button.
- Emergency Permit Request:** A table showing "Permit Request ID", "LEA Name", "Status", and "Comments" for three requests:
 

| 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 |          |
- Credential(s):** Buttons for "Request Frameable Certificate" and "Update Existing Certificates", followed by a table of credentials:
 

| 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:** A button for "ABCTE Permit".

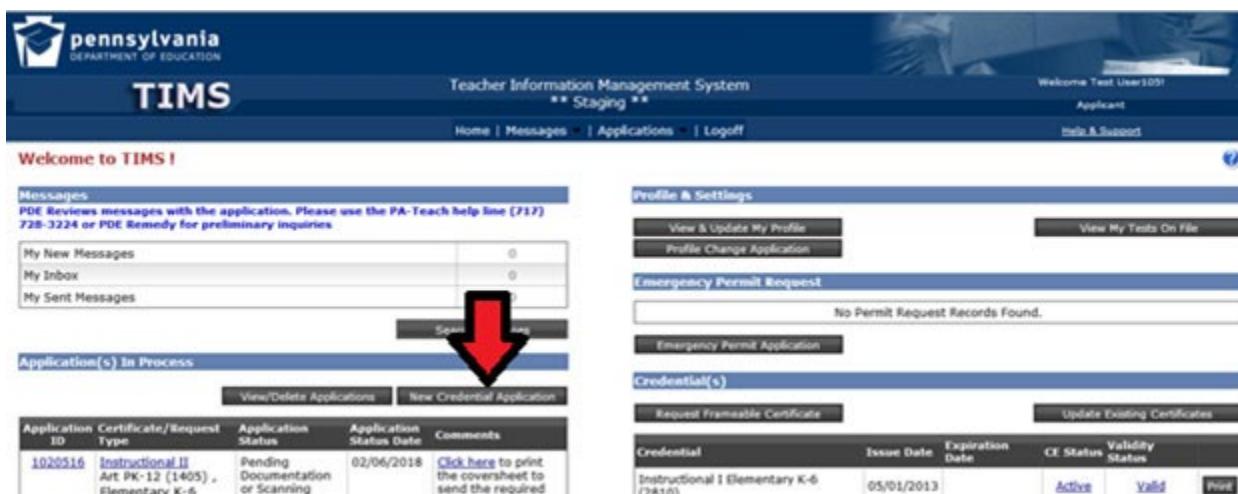
## Part 2 of 3: Submit an Application

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

### Important notes for completing application:

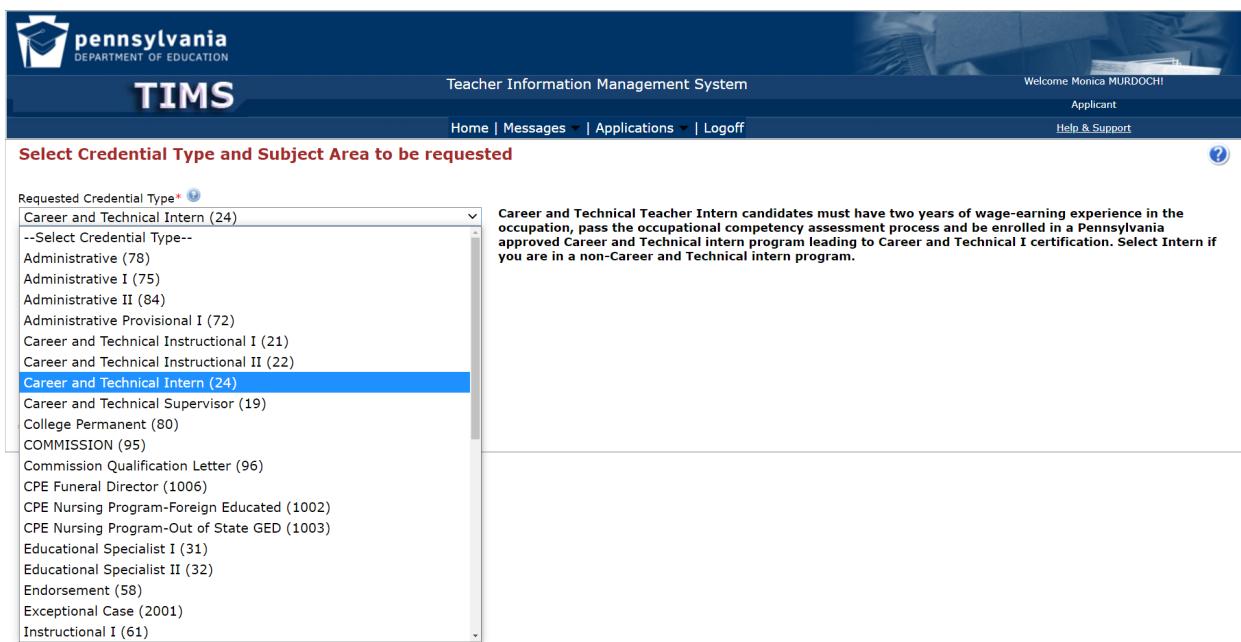
- Transcripts do not have to be sent to PDE for Career and Technical certification areas.
- Career and Technical Instructional II applicants must request for their employing school to complete "Work Experience Affirmation" in TIMS.
- Cooperative Education applicants who hold a Career and Technical Instructional 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. At the top, there is a navigation bar with the Pennsylvania Department of Education logo, the word 'TIMS', and links for 'Home', 'Messages', 'Applications', and 'Logoff'. Below the navigation bar, a 'Welcome to TIMS!' message is displayed. The main content area is divided into several sections: 'Messages' (with a red arrow pointing to the 'New Credential Application' button), 'Profile & Settings' (with buttons for 'View & Update My Profile', 'Profile Change Application', and 'View My Tasks On File'), 'Emergency Permit Request' (with a message 'No Permit Request Records Found.'), 'Credential(s)' (with a button 'Request Frameable Certificate' and a table showing a single record for 'Instructional I Elementary K-6'), and 'Applications' (with a table showing one application record for 'Instructional II Art PK-12 (1405) - Elementary K-6').

2. Select the credential type you are applying for.



The screenshot shows the 'Select Credential Type and Subject Area to be requested' page. At the top, there is a navigation bar with the Pennsylvania Department of Education logo, the word 'TIMS', and links for 'Home', 'Messages', 'Applications', and 'Logoff'. Below the navigation bar, a red header bar says 'Select Credential Type and Subject Area to be requested'. On the left, a dropdown menu titled 'Requested Credential Type\*' shows a list of options, with 'Career and Technical Intern (24)' selected. To the right of the dropdown, a detailed description of the 'Career and Technical Intern' credential is provided, stating: '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.' The list of credential types includes: Administrative (78), Administrative I (75), Administrative II (84), Administrative Provisional I (72), Career and Technical Instructional I (21), Career and Technical Instructional II (22), COMMISSION (95), College Permanent (80), 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), and Instructional I (61).

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?

Requested Credential Type\*

Instructional I is the initial certificate issued in PA. Notes: 1. Special Education PreK-8 or 7-12 applicants: Do not apply for a special education certificate unless you already hold an appropriate PA instructional content certificate. Refer to the website for details. 2. Grades 5-6 may ONLY be added to a Pennsylvania Grades PK-4 certificate.

Requested Certification Subject Area(s)\*

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](http://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

[« Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [» Next](#)

| 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 <a href="#">View</a> |
| College #2       | USA   |         | Bachelors        | 3.40       | 05/1993        | Fine Arts/Art Studies:  | N/A                             | N/A         | 03/12/2013 <a href="#">View</a> |

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

Add New Record

Institution Name\*

Contact Official Details  
--Select Contact Official Name--

Phone  Email Address

Institution Address\*

Address Line 2

City/State  Zip/Postal Code

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

Degree Information  
Degree\*  Masters Date Conferred(MM/YYYY)\*  Grade Point Average (GPA)\*

Major Subject Area(s)

| Major Subject Area | CIP Code | <a href="#">Remove</a> |
|--------------------|----------|------------------------|
| Reading Teacher Ed | 13.1315  | <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

| 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 <a href="#">Edit</a> <a href="#">Remove</a> |

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/PSA-College/University Verification Form (Copy of the form will be provided with the cover sheet 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.**

|  |   |   |                                    |   |  |                              |   |                           |                                |   |   |
|--|---|---|------------------------------------|---|--|------------------------------|---|---------------------------|--------------------------------|---|---|
|   | <b>Do not fold, do not staple</b>   |          |                                    |   |  |                              |   |                           |                                |   |   |
|   |   |   |                                    |   |  |                              |   |                           |                                |   |   |
| <b>TIMS Application Coversheet</b>   |   |   |                                    |   |  |                              |   |                           |                                |   |   |
| <input type="checkbox"/> Clearance   |  | Applicant Name : Applicant's name   |                                    |   |  |                              |   |                           |                                |   |   |
| <input type="checkbox"/> Fee   |  | Application Type: Instructional I   |                                    |   |  |                              |   |                           |                                |   |   |
| <input type="checkbox"/> Other   |  | Application ID: 1000000   |                                    |   |  |                              |   |                           |                                |   |   |
|    |   |   |                                    |   |  |                              |   |                           |                                |   |   |
| <table border="1"><tr><td><input type="checkbox"/> Clearance</td><td></td><td>Refer to Page 2 for specific requirement<br/>Comments :</td></tr><tr><td><input type="checkbox"/> Fee</td><td></td><td>Money Order<br/>Comments :</td></tr><tr><td><input type="checkbox"/> Other</td><td></td><td>Use this box for required supplemental documentation. There may be none needed.<br/>Comments :</td></tr></table> |   |   | <input type="checkbox"/> Clearance |  | Refer to Page 2 for specific requirement<br>Comments : | <input type="checkbox"/> Fee |  | Money Order<br>Comments : | <input type="checkbox"/> Other |  | Use this box for required supplemental documentation. There may be none needed.<br>Comments : |
| <input type="checkbox"/> Clearance   |  | Refer to Page 2 for specific requirement<br>Comments :  |                                    |   |  |                              |   |                           |                                |   |   |
| <input type="checkbox"/> Fee   |  | Money Order<br>Comments :   |                                    |   |  |                              |   |                           |                                |   |   |
| <input type="checkbox"/> Other   |  | Use this box for required supplemental documentation. There may be none needed.<br>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 |
| Search Messages  |   |

Application(s) In Process

View/Delete Applications    New Credential Application

| Application ID          | Certificate/Request                    | Application Status                        | Application Due Date | Comments   |
|-------------------------|--|---|----------------------|--|
| <a href="#">1097443</a> | Instructional II Elementary K-6 (2810) | Waiting for Educ or Work Exp Verification | 04/03/2019           | <a href="#">Click here to print the coversheet to send the required documentation.</a><br><a href="#">Upload Documents</a><br><a href="#">Track Progress</a> |
| <a href="#">206182</a>  | <a href="#">Name Unknown</a>           | Approved                                  | 06/10/2016           | Application has been approved and will be available within 24 hours on the Web.  |
| <a href="#">206182</a>  | 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.

Emergency Permit Application

Credential(s)

Request Frameable Certificate    Update Existing Certificates

| Credential                            | Issue Date | Expiration Date | CE Status | Validity Status | Print                 |
|---------------------------------------|------------|-----------------|-----------|-----------------|-----------------------|
| Instructional I Elementary K-6 (2810) | 05/01/2012 |                 | Active    | Valid           | <a href="#">Print</a> |

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

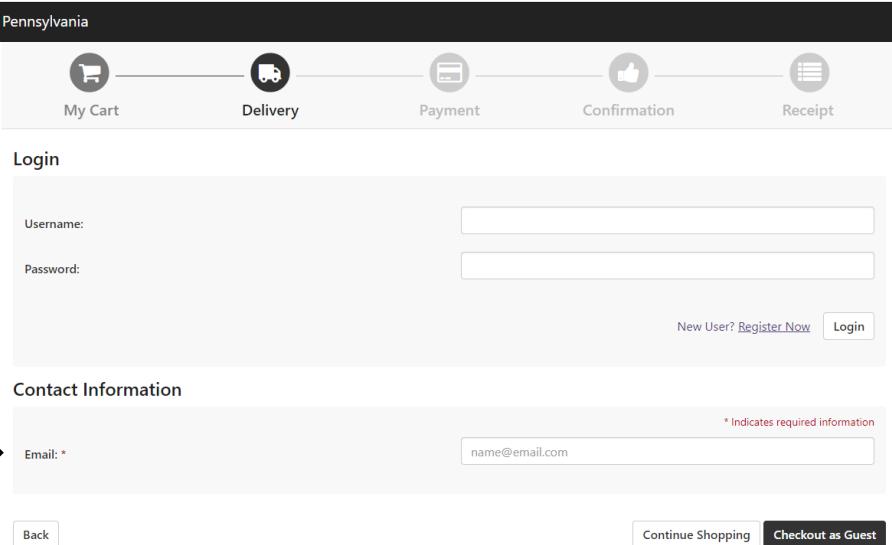
Go to [www.iup.edu/marketplace](http://www.iup.edu/marketplace) to pay IUP's processing fee. You will need to pay electronically—either by credit or debit/checking information.

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)



Marketplace - Indiana University of Pennsylvania

My Cart      Delivery      Payment      Confirmation      Receipt

Login

Username:

Password:

New User? [Register Now](#)

Contact Information

\* Indicates required information

Email: \*

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](mailto: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**