Register and Log on to TIMS

- Create a PDE Portal username and password using the PDE website: www.pde.state.pa.us.
- Once registered (wait up to 24 hours), click “Log In” on the top left menu bar of PDE home page.
- After you have logged on, click on “Certifications” on the left menu bar.
- Click on the TIMS icon.
- Click on “Access TIMS” on the menu bar at the top far right.
- Click on “Access the TIMS application by clicking here.”

Create Your New Application (First time certification)

- From your dashboard, click on “New Credential Application.”
- The requested credential type will be Instructional I (61) certification.
- Select your certification subject area(s) using the list provided in the drop down menu.
- When asked “Will a PDE approved teacher education or other certification program in Pennsylvania verify that you meet requirements for certification for which you are applying?” answer “yes.” You are not adding a certification through testing only.
- Verify that all information is correct and Continue.

Background Questions

- Answer all questions and check the affidavit box at the bottom of the page.

Demographic Information

- Check the top of the page to make sure the certification information you have selected is correct.
- Complete the requested information. Ignore the “Secure ID” field.

Education Information

- This page is extremely important and responses need to be accurate and complete.
- Click on the Add New Record and follow the directions listed:
  - Institution Name- use the search tool; do not type the information in the box.
  - Contact official- Dr. Mary Schreiner
  - “Did you receive any degree/high school diploma/GED while at this institution? If you received an undergraduate degree, answer “yes.” If you are a post-bacc student completing a teacher certification program, you would answer “no.”
  - Add major Subject Area- search for and select the major subject area that most closely matches your program.
  - “Did you attend an educator preparation program(s) while at this institution? Answer “yes.”
  - Add Educator Preparation Program(s) from “click here to add Educator Preparation Program.” If you are a dual certification, submit two entries in Preparation Program.
Select the correct program level- undergraduate, post-bacc. Program level type is traditional.

Enter attendance start date and graduation date, if applicable.

Certification Information

- This section should be blank unless you are a Special Education Certification (only) since you do not currently hold any PA certifications. Special Education Certification applicants should have an Instructional I or II on record at the Pennsylvania Department of Education.

Work Experience Information

- This section should be blank unless you are currently employed. Do not list student teaching as work experience.

Application Requirements and Proof Documents

- You do not need to provide a transcript or test scores to PDE. The outstanding proof items you need to submit are the health certificate and the fee, unless you answered “yes” to any of the background questions.

Application Summary

- Carefully review this information and make sure that all information especially #3 Education is correct. Click on “Proceed to Submit.”

Payment Processing and Application/Request Submission

- Select payment type (money order or credit card) and enter requested information; when complete, click on “Process Payment and Submit Application/Payment.

Print Cover Sheet from this page, sign, date, and mail it along with your health certificate and money order (if applicable) to PDE at the address on the bottom of the cover sheet. If you already possess an Instructional certificate, you do not need to submit a health certificate.

Check the status of your application from your dashboard. Current application processing time is usually posted on the TIMS website. Print your certificate when status reads “Approved.”