College of Education
TEMPLE UNIVERSITY®

Applying for Teacher Certification in Pennsylvania:

A Guide for Temple Students to the TIMS Online System

Contents

Before You Begin

Before you are ready to apply for your Pennsylvania teaching certificate, please be sure you have:

1. Completed the required tests [e.g., **PRAXIS** (www.ets.org/praxis/pa) or **Pennsylvania Educator Certification Tests** (PECT: www.pa.nesinc.com)] and have requested to have your scores sent to PDE.
2. Have a **final Temple transcript** that includes your cumulative GPA. Do not begin your application before final grades have been posted. You can access your unofficial transcript through the Self-Service Banner link on TUPortal (tuportal.temple.edu). Note: an official transcript is not required to be submitted with your TIMS application.
3. **Know what certification/s you are applying for**. Be sure to review the complete list of certification codes available in the application booklet from PDE and on the PDE website. Write-down the appropriate certification codes _**before**_ beginning your application in TIMS.

Applying for PA Teacher Certification – TIMS

Beginning in 2012, the Pennsylvania Department of Education released the Teacher Information Management System (TIMS). To access the system, go to PA-TIMS.com.

About This Guide / Getting More Help

This abbreviated guide was created by the College of Education at Temple University to assist our students. This document will not be regularly updated. An updated, complete and detailed guide may be found on the PDE website. Click the "Help" icon on any page in the TIMS website to access helpful information or contact the PDE Tech Support online.

Register and Log In.

To begin, navigate to PA-TIMS.com If this is your first visit to TIMS or the PDE website, you will need to register.

The first time you access the TIMS system, you may be asked to establish your profile by entering some information about yourself.

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: 999999999
* Date of Birth (MM/DD/YYYY): 01/01/1980
* Official First Name: Sample
* Last Name: Teacher
Middle Initial: M

> The first time you access the TIMS system, you may be asked to establish your profile by entering some information about yourself.

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 552a note) AUTHORITY: 24 P.S. Section 1224.

Continue >>

New Credential Application

After you have registered and/or logged in, return to the TIMS web site and click on "Access TIMS" to begin your session. You will be taken to the **TIMS Welcome screen**. To begin an application for an Instructional I, Instructional II, or additional certification, click "**New Credential Application**".

Welcome to TIMS !

Messages	
My New Messages	0
My Inbox	0
My Sent Messages	0

Search Messages   Compose New Message

Profile & Settings
View & Update My Profile
View My Tests On File

Name or SSN Change

Application(s) In Process
No Application Records Found.

View All Applications   New Credential Application

Permit Request(s)
No Permit Request Records Found.

Initiate Permit Request

> Click "New Credential Application" to start an application

No Certificate Records Found.

IMPORTANT: Unless you are directed by your School District Principal or Supervisor do NOT click "Initiate Permit Request." This does not apply to you!

PPID Notification

A notification with your PPID number may appear. Please be sure to record this number for your records.
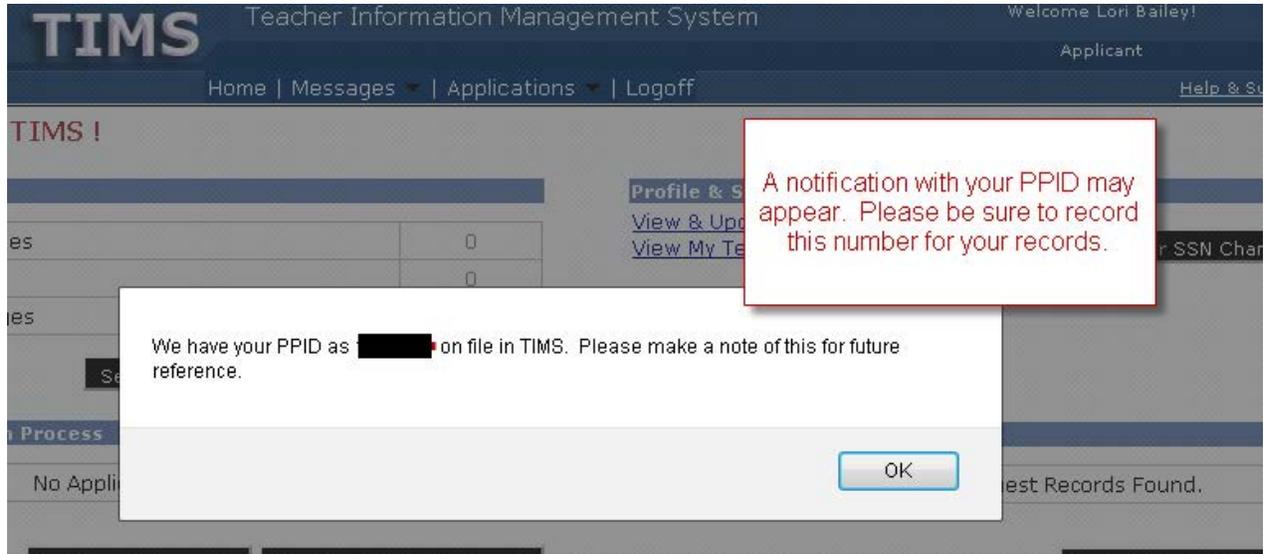
Credential Types and Subject Areas: A Brief Glossary of Terms

Please review this brief glossary of terms to insure you understand which credential you are applying for and can select the correct information. Failure to select the correct credential or subject area may delay your application or cause your application to be denied.

Instructional I = New/first time teachers registering for credentials in the state of Pennsylvania. Most students who recently completed their Teacher Preparation Program at Temple University will be applying for this credential.

Instructional II = After you have completed all requirements as specified by PDE, you may apply to have your Level I certification converted to a Level II certification. It is the responsibility of each certificate holder to obtain the Level II certificate before the service life of the Level I expires. ***This credential is not approved/issued by Temple University***. Attainment of Instructional II is strictly between the applicant and PDE.

Instructional Add-on = Applicants who already hold an Instructional I credential may add-on additional subject areas by meeting the additional requirements specified by PDE and Temple University. A separate application and fee must be submitted via TIMS for each add-on subject area.

Certification Subject Area = Temple strongly suggests that applicants review the PDE booklet "Professional Educator Certification: Level I Certification for Pennsylvania Graduates" (PDE >> Certifications >> Applications & Forms) to see the complete list of Certification Subject Area codes *prior* to completing their TIMS application. Failure to select the correct credential or subject area may delay your application or cause your application to be denied.

Select Your Credential Type and Subject Area

After you are certain, select the correct credential type and use the search to find the appropriate subject area(s) code(s) in your TIMS application. Select Instructional I (61) unless you are applying for an Intern (51) certification.

Check the box next to the appropriate Subject Areas(s) in which you are requesting your certification.

NOTE: If you are applying for *dual-certification* (two areas: for example, Early Childhood AND Elementary Education), you *MUST* check **BOTH** boxes, as appropriate.

The preliminary questions that appear below the Subject Area boxes will vary depending on which type of certification and which areas you selected.

Select Credential Type and Subject Area to be requested

Requested Credential Type* ⊙

| Instructional I (61) | ▼ |

The preliminary questions that appear below the Subject Areas box will vary, depending on which type of certification and which areas you selected.

Requested Certification Subject Area(s)* ⊙

| English 7th-12th (3230) | ▲ |
| | ▼ |

Click here to select certification subject area to be requested

Your application requires a response to the following preliminary questions.

Are you applying to add a new certificate area to an existing Pennsylvania certificate through testing alone?*   ○ Yes   ⊙ No

Did you complete your Educator Preparation Program for the credential type and certification subject area listed above at a single Pennsylvania institution? *   ⊙ Yes   ○ No

Did you complete your Educator Preparation Program for the credential type and certification subject area listed above at more than one institution (either in Pennsylvania, out of state, or a combination of in state and out of state)? *   ○ Yes   ⊙ No

Did you complete your Teacher or Administrator Preparation Program more than 7 years ago?*   ○ Yes   ⊙ No

Continue >>   Cancel

* denotes a required field.

⚠ NOTE: If you are applying for *dual-certification*, be sure to confirm that <u>BOTH</u> Certification Subject Areas appear in the box labeled "Requested Certification Subject Area(s)".

Background Questions

Answer the Background Questions completely and truthfully. Check the box next to the Affidavit statement and then click CONTINUE.

Background Questions

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

> Answer the Background Questions completely and truthfully. Check the box next to the Affidavit statement at the bottom of the page and then click CONTINUE.

Question #	Question	Response
1	Have you ever been the subject of child abuse investigation or country? (If yes, click here for additional instructions). *	○ Yes-Unfounded ○ Yes-Indicated ○ Yes-Founded ● No
2	Are you currently the subject of any misconduct or investigation by an employer? (If yes, click here for additional instructions). *	○ Yes ● 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? (If yes, click here for additional instructions). *	○ Yes ● 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? (If yes, click here for additional instructions). *	○ Yes ● 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? (If yes, click here for additional instructions). *	○ Yes ● 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.) (If yes, click here for additional instructions). *	○ Yes ● No
7	Are criminal charges pending against you, or are you subject of any inquiry or investigation by a law enforcement agency in this or any other state, territory or country? (If yes, click here for additional instructions). *	○ Yes ● 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.*

Continue >>

* denotes a required field.

Confirm In-State Certification Application

Some applicants have reported being incorrectly routed to the Out-of-State Application. Please verify that your application is for an In-State Certification:

1. Close out of your application
2. Return to TIMS (www.pa-tims.com)
3. Look under "Certificate/Request Type". If "Out-of-State" appears, you will need to select "New Credential Application" again to begin a new application.

Step 1: Demographic Information

Complete the requested Demographic Information then click NEXT to move to step #2.

Step 2: Education Information (Temple University)

Click "Add New" to enter your education information.

Note: you do not need to enter every institution you have attended. Only enter institutions from which you have received a degree (undergraduate/graduate) and/or from which you are requesting verification for completing your Education Preparation Program in order to receive your Teacher Certification (e.g. Temple University). Be sure to include the institution from which you received your Bachelor's degree.

Designate Your Education Preparation Program

To designate Temple University as your **Education Preparation Program**, follow these steps:

1) Use the search ("Click here to search") to find **Temple University / Main Campus**
2) Select the correct **Certification Officer**
   a. Career & Technical Ed, except for Business Ed, should select **Nancy Johnston**
   b. All others, including Business Ed, should select **Jackie Booker**
3) Enter your **degree** received from Temple University (Bachelor's, Master's or Post-Bach).
4) Enter your **subject area**. If your area is not identified/available, pick a subject area closest to your area.
5) Enter your **Educator Prep Program** from the available search options.
   Note: even if you completed your program as a post-bach or master's student, you may need select "undergraduate" as the Program Level in order to see your program listed.

IMPORTANT NOTE: *if you are unsure which subject area or prep program you need to indicate, please contact the Certification Officer at 215-204-8068. If you select the incorrect program or certification, your application will be delayed or denied.*

6) Progam Level Type = "**Traditional**"
7) If you are applying to two areas of certification (e.g. Elementary and Special Education), please make sure both are chosen.
8) Make sure you enter your **final GPA** (from your Temple transcript; Do NOT guess or estimate.)
9) Answer **YES** to both statements beginning with "I authorize the listed institution to view my current application." Failure to follow these steps will prevent Temple University from approving your application. IMPORTANT: *if you answer NO to these questions, Temple University will be unable to provide verification of your program completion to PDE.*

Add New Record

Institution Name*

Temple University/ Main

Click here to search

Institution Address*

1801 North Broad Street

Address Line 2

Philadelphia | Pennsylvania ▼ | 19122

Contact Official Details

Jackie Booker ▼

Phone | Email Address

215-204-8068 | jbooker@temple.edu

Use the search tools to find your institution, certification officer (Jackie Booker), Major Subject Area, and Educator Prep Program. Please call 215-204-8011 if you don't know which program to select.

Did you receive any Degree/High School Diploma/GED while at this institution?*   ⦿ Yes ○ No

Degree Information

Degree/High School Diploma/GED Conferred* | Date Conferred(MM/YYYY)* | Grade Point Average (GPA)*

Bachelors ▼ | 12/2011 | 3.89

Major Subject Area(s)

Major Subject Area	CIP Code	
English Teacher Ed	13.1305	Remove

Click here to add Major Subject Area

Educator Preparation Program

Did you attend an educator preparation program(s) while at this institution?*   ⦿ Yes ○ No

Educator Prep Program Name	Program Level	Program Level Type	Attendance Start Date	End/Anticipated Graduation Date		
Instructional I English 7th-12th	Undergraduate	Traditional	01/2007	12/2011	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 programs 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

Authorization Questions*

NOTE: This gives ONLY the Pennsylvania Approved Educator Preparation Program entity that you have entered above the authorization to view the information. If you need a Pennsylvania Educator Preparation entity to vertify your attendance/completion of a program for the certificate type and subject area you are requesting on this application, you must answer "yes" to these questions.

I authorize the listed institution to view my certification test scores which are part of my certification file held by the Pennsylvania Department of Education. By indicating yes, I understand that I give permission to the selected higher education institution to view all tests scores held by the Department related to my application. The institution will be able to see all test scores held in my certification record with the Department of Education related to this application.   ⦿ Yes ○ No

I authorize the listed institution to view my current application in its entirety. By indicating yes, I understand that I give permission to the listed higher education institution to view my current certification application held by the Department. The institution will only be able to view this particular application but will not be able to make changes to any areas that are not completed by the institution.   ⦿ Yes ○ No

Save   Cancel

Step 3: Certification Information

If you are applying for your first teaching certification, you are NOT required to complete this step and should click NEXT to continue your application. This section should ONLY be completed by those who already hold an Instructional I or Instructional II teaching certification in Pennsylvania or another state and are applying for an ADDITIONAL certification.

Step 3 : Certification Information   1 2 **3** 4 5

In-State Certification   < Back   Next >

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

There is no out-of-state certification information on file for this Applicant. Click the Add New button below to add ceritification.

Click "Add New" to add a new out-of-state certification record.

Add New

Only "Add New" Certifications if you already have an Instructional I certificate in PA or another state; does not apply for NEW teachers. Click NEXT to continue.

* denotes a required field.

Step 4: Work Experience Information

IMPORTANT NOTE: *You should **NOT** include work performed as part of your Practicum or Student Teaching experience or other educational-support-related positions such as a substitute teacher or teacher's aide*. You only need to complete this section if the credential you are applying for requires a minimum number of years of work experience to meet PDE requirements (example: Vocational / Career & Technical Education credentials). All other applicants should leave this section blank and click NEXT to continue.

Credential Type : In-State Instructional I
Subject Area : English 7th-12th (3230)

Application
Application Status

Step 4 : Work Experience Information

1 2 3 **4** 5

< Back   Next >

Enter work experience RELEVANT to this application.

There is no work experience information on file for this Applicant. Click the Add New button below to add work experience.

Click "Add New" to add a new work experience record.

Add New

If applying for an Intern or Instructional I certification, this does not apply. Do not include "Student Teaching" or other course-related experiences. Click NEXT to continue.

* denotes a required field.

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Step 5: Requirements and Proof Documents

Review this screen to see the requirements for this credential and any documentation that will need to be submitted. If any documents can be uploaded to PDE at this time, an upload link will appear. Click NEXT to continue to the Summary page.

Step 5 : Application Requirements and Proof Documents   1 2 3 4 5

< Back   Next >

Below is a list of all requirements and related proof documents required for this application. We have identified these items based upon the ... submitted electronically and those that must be original documents submitted directly to the Department with a cover sheet which may be pr... exiting the application.

Following are the requirements for this application.

Primary Requirement	
Age >= 18 Year(s)	
Completed Bachelor's Degree OR Foreign Credential Evaluation-BS Equivalent	
Completed Prep Prog in Area of Application	
Completed Student Teaching OR Completed Field Experience	
English Language, Literature, & Composition:Content (0041) >= 160 Points	OR Grade Point Average >= 3.1 Points AND Standard error 0.25 st... lower AND English Language, Literature, & Composition:Content (... 159 Points
	OR Grade Point Average >= 3.26 Points AND Standard error 0.50 s... lower AND English Language, Literature, & Composition:Content (... 158 Points

Review documents required, then click NEXT to continue to the Summary page.

Application Summary

Review your application information carefully. If there are any corrections that need to be made, do so BEFORE you submit this application. Once you are certain that all information is correct, click "Proceed to Submit." You will then be directed to enter payment information and complete your final submission step. You MUST complete the final submission before your application is submitted to PDE and made available to Temple University for verification/endorsement.

Summary : Application Summary   1 2 3 4 5 Sur

Application Summary

< Back   Proceed to Submit >>

Application ID:
Application Type: Application for New Credential(s)
Credential Type: Instructional I
Application Status: Incomplete

1. Personal Information

Name:	Residence Address:
PPID:	Mailing Address:
SSN:	Primary Email Address:
Date of Birth:	Secondary Email Address
Gender:	Home Phone:
Citizenship Status: US Citizen	Work Phone:
	Cell Phone:

Review and "Proceed to Submit". You will then be directed to enter payment information and complete your final submission step.

2. Subject Area(s)

English 7th-12th (3230)

3. Education

Institution Name	State	Country	Degree Conferred	Date Conferred	Major Subject Area	Educator Preparation Program Attended	Record A(Date
Temple University/ Main	PA	USA	Bachelors	12/2011	English Teacher Ed;	Instructional I English 7th-12th	02/20/2(

4. Certification

No certification records found.

5. Work Experience

You currently do not have any work experience information entered.

6. Proof Documents

Payment and Final Submission

Once you have entered your payment information and submitted your application, you will be presented with a print-out sheet indicating missing documents. **Print out the sheet with a bar code.** You will need to save/print a copy of this document and include it with any additional required materials that you send to PDE.

- In the Education box under comments, indicate that you attended an **In-State Institution**.

Health Certificate Verification

A U.S. licensed physician, physician's assistant or nurse practitioner must sign the Health Certificate in order to complete your application. The Health Certificate section is not required if the applicant holds, or has held, a PA certificate including an Intern Certification, Emergency Permits or Temporary Teaching Permits.

There is a place on the final print out where you can have your Physician, physician's assistant or nurse practitioner sign to complete the PDE required Health Certificate. You may also submit a copy of PDE form 338G with your physician's signature. It is *strongly* suggested you retain a copy of all paper documents that you submit to PDE.

> **NOTE: You can only submit your application once! If you need to alter or change a submitted application you will need to resubmit and pay another application fee. Be sure to review your application carefully before submitting!**

Receiving Your Certification

Once your PDE application has been approved, you will be able to return to TIMS and print out your certification. No paper copies will be mailed to you. Schools and educational institutions from whom you are seeking employment will then be able to login to TIMS to verify your certification credentials.