TIMS
(Teacher Information Management System)

Applying for your
Teacher Certification
Registering for TIMS

https://www.education.pa.gov/Educators/Certification/Pages/default.aspx

Click on TIMS Educator Online Cert System
Registering for TIMS

Click on Personal User Box

Teacher Information Management System (TIMS)

What is TIMS? A one-stop shop that offers a variety of certification functions for educators, school administrators, and the public. How can you use TIMS? See below:

Personal User – for individuals who need to apply for teacher certification, access their personal TIMS dashboard, view and update personal information, print a copy of their teaching certificate, and do additional functions as a current or future educator.

Provisioned User – for individuals who serve as a TIMS administrator, for local education agencies (LEA), and for institutions of higher education (IHE).

TIMS also provides the public with access to view educator records.
Click on **Visit this page to login to TIMS**
Click on **Register**
Your **username and password** will be created here.
Logging into your TIMS account after you create the username and password

• Log back onto PDE website.
  – [https://www.education.pa.gov/Educators/Certification/Application/Pages/default.aspx](https://www.education.pa.gov/Educators/Certification/Application/Pages/default.aspx)
  – Click on Access TIMS
  – Click back on Visit this page to login to TIMS
  – Type in your username and password
Logging on TIMS
Enter your username and password and click Log In
TIMS First Time Users

• You will need to enter the following information:
  – Social Security Number
  – Date of Birth
  – Official First Name & Last Name
  – Click the continue button
TIMS Dashboard

Now you are on your TIMS Dashboard. Click New Credential to start your application.
Undergraduates, Post Baccalaureates, Master’s In Education with concentrations in Elementary or Secondary and Reading Specialist will choose from the list Instructional 1 (61)

- Master (Elementary/Secondary School Counselors PK12 & Instructional Technology Specialist) will choose Educational Specialist 1 (31)
- ESL – English as a Second Language K-12 will choose Program Specialist (86)
- Supervisory Certificate and Curriculum & Instruction will choose Supervisory (76)
- Principal PK-12 will choose Administrative I (75)
- Endorsement (Autism, Instructional Coach PK-12 & STEM) (58)
TIMS Application

Certification Subject Area

• Click on the:

Click here to select certification subject area to be requested

If you are a dual major you will need to select both majors here. (EX: Grades 4-8, Special Ed Pre K-8/Pre K-4, Special Ed Pre K-8/Grades 4-8, Special Ed 7-12/Secondary, Math/Physics etc.)
Instructional Areas KU Certifies

Instructional 1 (61)

- Art PK-12 (1405)
- English 7-12 (3230)
- Library Science PK-12 (6420)
- Mathematics 7-12 (6800)
- Music PK-12 (7205)
- Reading Specialist PK-12 (7650)
- Social Studies 7-12 (8875)
- Biology 7-12 (8405)
- Chemistry 7-12 (8420)
- Earth & Space Science 7-12 (8440)
- General Science 7-12 (8450)
- Physics 7-12 (8470)
- German PK-12 (4420)
- Spanish PK-12 (4490)
- Grades PK-4 (2825) *
- Special Ed. PK-8 (9226) *
- Special Ed. 7-12 (9227) *
- Grades 4-8 (3100) *
  - English Language Arts/Reading
  - Math
  - Science
  - Social Studies

*DUAL CERTIFICATION WILL NEED TO APPLY FOR BOTH AT THE SAME TIME*
Instructional Areas KU Certifies

Education Specialist (31), Endorsement (58), Program Specialist (86), Supervisory (76) and Principal (75)

- Elementary & Secondary School Counselor PK-12 (1839)
- Instructional Technology Specialist (1825)
- Endorsements: Autism (1180), Instructional Coach (1182) & STEM (1181)
- English as a Second Lang. (ESL) PK-12 (4499)
  - *Note you must already hold a Level 1 or 2 certificate*
- Supervisory Curriculum & Instruction PK-12 (2915)
- Principal PK-12 (1115)
ESL, Supervisory, Educational Specialist and Principal ONLY
Click Credential Type and Certification Subject Area. Click Yes for PDE-approved teacher ed. etc. then click Continue
Undergraduate ONLY TIMS Application
Click Credential Type and Certification Subject Area
Click No for 1st, Yes for the 2nd question and answer question 3
Click Continue
TIMS Application

Background Questions, Affidavit & Demographic

Answer the background questions 1-7
• Click on the box if you agree to the Affidavit
• Click NEXT on top of the page

Demographic information
– Fill in your first, initial and last name etc.
– Social Security (if not populated)
– Gender and Birth date
– Address (Home address not KU)
– Email, phone numbers and Citizenship Status

If granted a credential, I give permission to provide demographic information to prospective employers for the purpose of employment? Click YES or NO

Click NEXT on the top of the page...
POST BACCALAUREATE and Master’s: You will need to list your Bachelors degree information first. Then add the PBC or Master’s from KU (Please see next page)

- Select Kutztown University from the search list only!
  - Kutztown University 414064550
- Contact Official – Tanya Faust
- Did you receive any while at this institution? YES

Then it will open up Degree Information
- Bachelors
- Date Conferred (Graduation Date) This can’t be done until the month you graduate
- GPA (HAS TO BE YOUR FINAL GPA) DO NOT submit your application until you receive your final GPA.
- Then CLICK here to add Major Subject Area (find your area(s) of the major subject your took at KU).
- You will have to do this twice if you have a dual major/certification

- Did you complete an Educator Prep. Program - YES
- Then CLICK here to add Educator Prep. Program
  - Select to match your instructional 1 area. You will have to do this twice if you have a dual major/certification
    - Select program level – Undergraduate
    - Select program type – Traditional

  - Select attendance state date and End/Anticipated Graduation Date
  - Put in your final Program GPA - CLICK SAVE

  - Click Save and Next
TIMS Application

Step 3: Post Baccalaureate and Master’s

• Please enter your Bachelor Degree University 1st...PDE wants this information.
  – Even if it is showing up on the screen already. If you are certified in another subject area please re-enter this information so they have everything they need. So add a new record do not EDIT the other one.

• Did you receive any while at this institution? Please answer Yes and list your Bachelors information.

• Then it will open up Degree Information
  – Bachelors
  – Date Conferred (Graduation Date)
  – GPA (at your bachelors level)
  – Then CLICK here to add Major Subject Area

Second Question –(Did you attend an Educator Prep. Program) – Answer NO. If you answer yes and already certified it will go back to that university for approval again.

Click Save
Click ADD A NEW RECORD

- Select Kutztown University from the search list only!
  - Kutztown University 414064550
- Contact Official – Tanya Faust
- Did you receive any Degree while at this institution? YES for Master’s
  - No for Post Baccalaureates. Say YES to Educator Prep Program and see that bullet

- (Master’s ONLY) Then it will open up Degree Information
  - List current completed course work.
  - Date Conferred (Graduation Date) This can’t be done until the month you graduate
  - GPA (HAS TO BE YOUR FINAL GPA) DO NOT submit your application until you receive your final GPA.
  - Then CLICK here to add Major Subject Area (find your area(s) of the major subject you took at KU).
  - You will have to do this twice if you have a dual major/certification

- Did you complete an Educator Prep. Program - YES
- Then CLICK here to add Educator Prep. Program
  - Select to match your instructional 1 area. You will have to do this twice if you have a dual major/certification
    - Select program level – Post Baccalaureate or Masters
    - Select program type – Traditional or non traditional

  - Select attendance state date and End/Anticipated Graduation Date
  - Put in your final Program GPA - CLICK SAVE

  - Click Save and Next
TIMS Application

Step 4: Certification Program Provider Survey

New Credential Application

Credential Type: Instructional 1
Subject Area: Grades 4-8 (English Language Arts and Reading) (3100)

Step 4: Certification Program Provider Survey

Certification Preparation Program Provider: Kutztown University of PA

**Directions:** The Pennsylvania Department of Education is seeking feedback on the quality of the programs that prepare educators for certification. The responses to this brief survey do not affect the individual who completes them, nor their certification. All responses are confidential. We ask for honest answers in the hopes of providing the institutions with summary results which can be used to improve the quality of preparation programs. To what extent do you agree or disagree with the following questions:

1 = Strongly Agree, 2 = Agree, 3 = Disagree, and 4 = Strongly Disagree.

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. My program provider provided me with clear communication about the</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>educator preparation program requirements.</td>
<td></td>
</tr>
<tr>
<td>2. My program provider provided me with clear communication about the</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>requirements for certification in Pennsylvania.</td>
<td></td>
</tr>
<tr>
<td>3. My program provider prepared me to design/implement instruction and</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>assessments that were aligned with state standards.</td>
<td></td>
</tr>
<tr>
<td>4. My program provider ensured that I had sufficient content knowledge</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>to work with students in the grade level/subject of my certificate.</td>
<td></td>
</tr>
<tr>
<td>5. My preparation program provided me with sufficient field experiences</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>at various grade levels and settings.</td>
<td></td>
</tr>
<tr>
<td>6. I have evidence that my student teaching or internship experience</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>made an impact on student achievement.</td>
<td></td>
</tr>
</tbody>
</table>

* denotes a required field.
TIMS Application

Step 5: Certification Information

• This is only filled out if you hold a current teacher certification or need to add an out of state certification.

• Click Next
TIMS Application
Summary: Application Summary

This tells you what you need to send and SAT/ACT/CORE/PAPA/Praxis/PECT scores.

- If you are using SAT or ACT scores for the basic skills testing:
  - Kutztown University will load these scores on for you.

- If you are using CORE or PAPA test scores they should show up on your application. *If they DO NOT show up on your TIMS application then you need to contact ETS or Pearson.*
  - Please make sure your name and Social Security number is correct. PDE matches up the tests scores to your SS#.

- The TIMS application fee is $200.00 (As of 11/2016). Even if you do not live in PA you are an in-state applicant because you went to a PA school.
  - Code of Conduct – Make sure you read and check the two boxes.
  - Click print if you want a copy of this page
  - Click Proceed to Submit
TIMS Application
Payment and Coversheet

• Next is Payment Process which you can pay by Money Order or Credit Card.
• Click Process Payment and Submit

• Congratulations!!
• Then you will see it will say:
  – Click here to print the coversheet
  – Print and/or Save
  – You will **ONLY** submit this Coversheet **IF** you paid by money order to PDE or have any proof items to send. Address is on the bottom of the Coversheet.
  – You do not need to submit a transcript if that is listed.
  – Any questions contact Tanya Faust
    • 610-683-4332 or tfaust@kutztown.edu