

# 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*

The screenshot shows the Pennsylvania Department of Education website. The browser address bar displays <https://www.education.pa.gov/Educators/Certification/Pages/default.aspx>. The navigation menu includes links for Schools, Educators, Instruction, Data and Reporting, and Policy and Funding. The main content area is titled "Certification" and includes a welcome message: "Welcome to the Division of Certification Services webpage! All of the information and resources you need to become a certified educator in Pennsylvania can be found on this page. [Watch a short video \(YouTube\) to learn how to navigate this page and find the information you're looking for.](#)" A large yellow arrow points to a green button labeled "TIMS Educator Online Certification System". Below this button are six blue boxes with the following text: "How Do I Become An Educator?", "Out-of-State Educators", "Current PA Educators", "Administrative/Supervisory", "Fees and Forms", and "Certification Testing". To the right of the main content is a "Resources" section with a list of links: [Background Checks/Clearances](#), [Career Opportunities](#), [Certification Areas in PA](#), [Certificates of Preliminary Education](#), [Certification Services](#), [Foreign Educated Certification Applicants](#), [Information and Updates](#), [Notice of Certification Actions](#), [Obtaining Certification with a Background Issue](#), [Private Academic Certification](#), [Search for an Educator](#), [Sending Electronic Transcripts](#), [Teacher Quality](#), and [Teacher Tenure Appeal Opinions](#).

# Registering for TIMS

Click on Personal User Box

The screenshot shows a web browser window with the URL <https://www.education.pa.gov/Educators/Certification/Pages/TIMS.aspx>. The page header includes the Department of Education logo and navigation links: Schools, Educators (selected), Instruction, Data and Reporting, and Policy and Funding. The main heading is "Teacher Information Management System (TIMS)". Below this, a paragraph explains TIMS as a one-stop shop for certification functions. Two user types are defined: "Personal User" for individuals applying for certification, and "Provisioned User" for administrators. A yellow arrow points to the "Personal User" box. A link at the bottom states "TIMS also provides the public with access to view educator records." The browser's taskbar at the bottom shows the date 11/14/2019 and time 2:16 PM.

Department of Education

Schools **Educators** Instruction Data and Reporting Policy and Funding

[Pennsylvania Department of Education](#) > [Educators](#) > [Certification](#) > Teacher Information Management System (TIMS)

## 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.](#)

Personal User Provisioned User

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

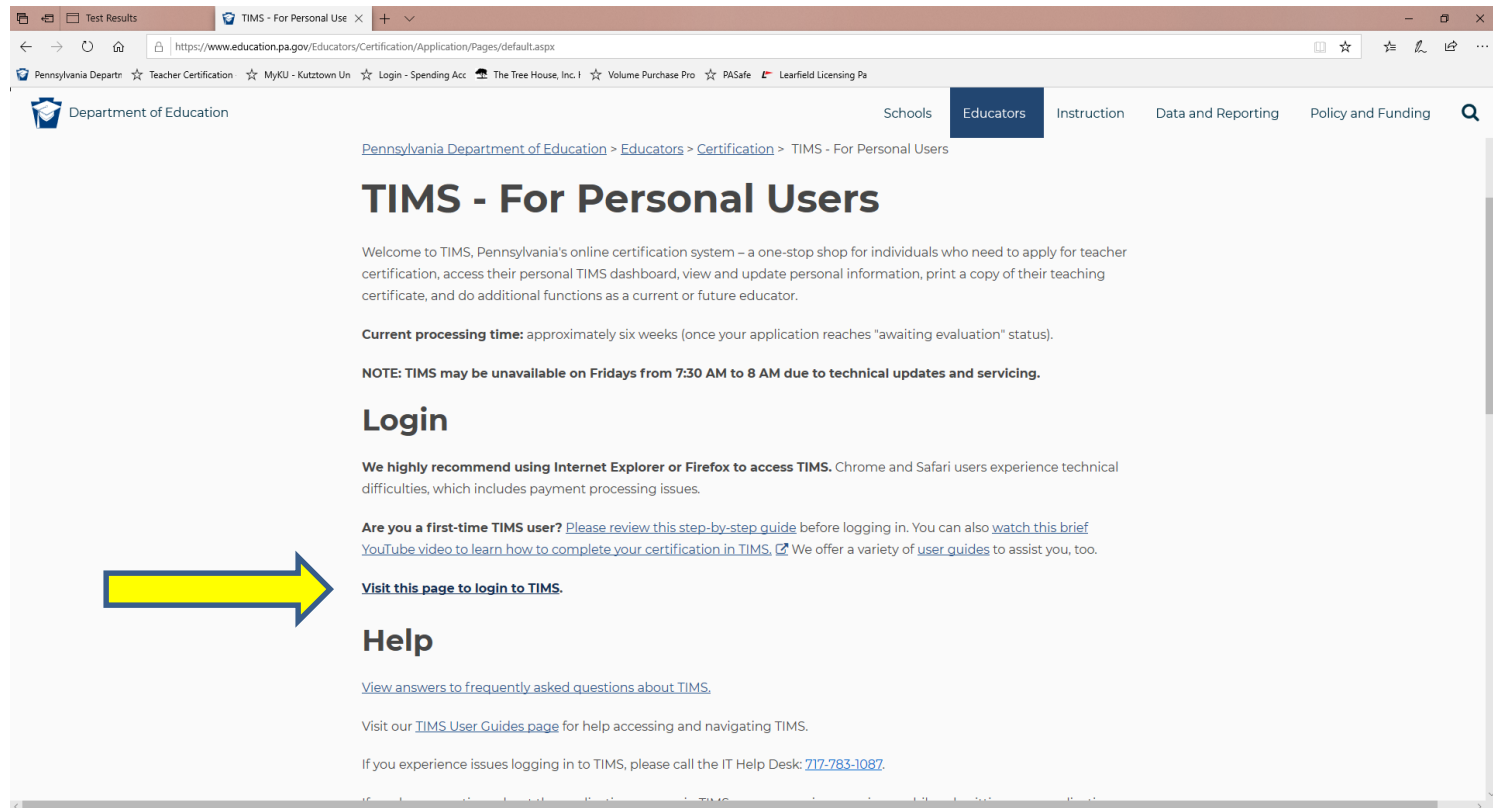
Type here to search

2:16 PM 11/14/2019

Click on [Visit this page to login to TIMS](#)

[Click on Register](#)

Your **username and password** will be created here.



The screenshot shows a web browser window with the URL <https://www.education.pa.gov/Educators/Certification/Application/Pages/default.aspx>. The page is titled "TIMS - For Personal Users" and is part of the Pennsylvania Department of Education website. The navigation bar includes links for Schools, Educators (selected), Instruction, Data and Reporting, and Policy and Funding. The main content area has a breadcrumb trail: [Pennsylvania Department of Education](#) > [Educators](#) > [Certification](#) > TIMS - For Personal Users. Below this is the heading "TIMS - For Personal Users" and a welcome message. A yellow arrow points to the link [Visit this page to login to TIMS.](#) in the "Help" section.

Test Results | TIMS - For Personal Use

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

Pennsylvania Department of Education | Schools | **Educators** | Instruction | Data and Reporting | Policy and Funding

[Pennsylvania Department of Education](#) > [Educators](#) > [Certification](#) > TIMS - For Personal Users

## TIMS - For Personal Users

Welcome to TIMS, Pennsylvania's online certification system – a one-stop shop 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.

**Current processing time:** approximately six weeks (once your application reaches "awaiting evaluation" status).

**NOTE:** TIMS may be unavailable on Fridays from 7:30 AM to 8 AM due to technical updates and servicing.

### Login

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

Are you a first-time TIMS user? [Please review this step-by-step guide](#) before logging in. You can also [watch this brief YouTube video to learn how to complete your certification in TIMS](#). We offer a variety of [user guides](#) to assist you, too.

[Visit this page to login to TIMS.](#)

### Help

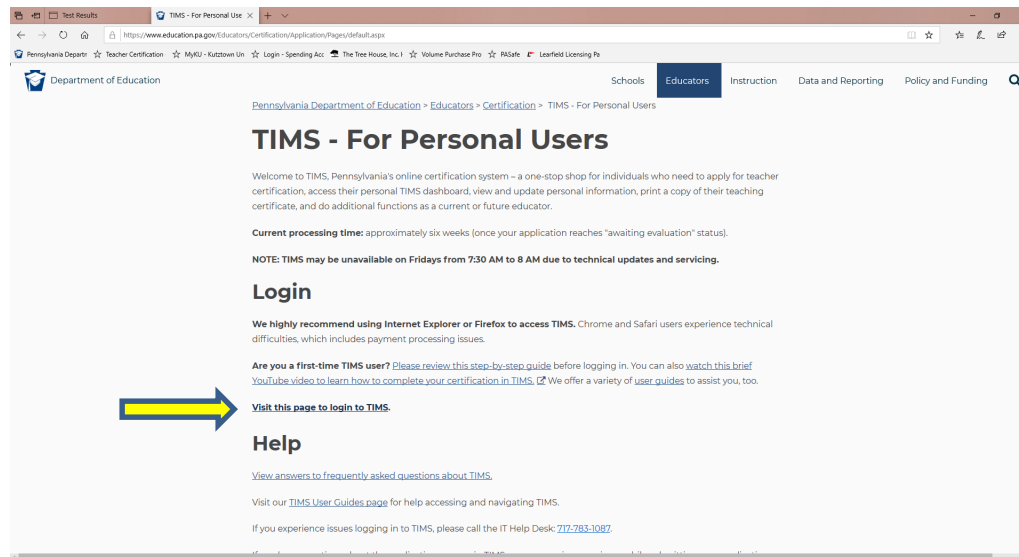
[View answers to frequently asked questions about TIMS.](#)

Visit our [TIMS User Guides page](#) for help accessing and navigating TIMS.

If you experience issues logging in to TIMS, please call the IT Help Desk: [717-783-1087](tel:717-783-1087).

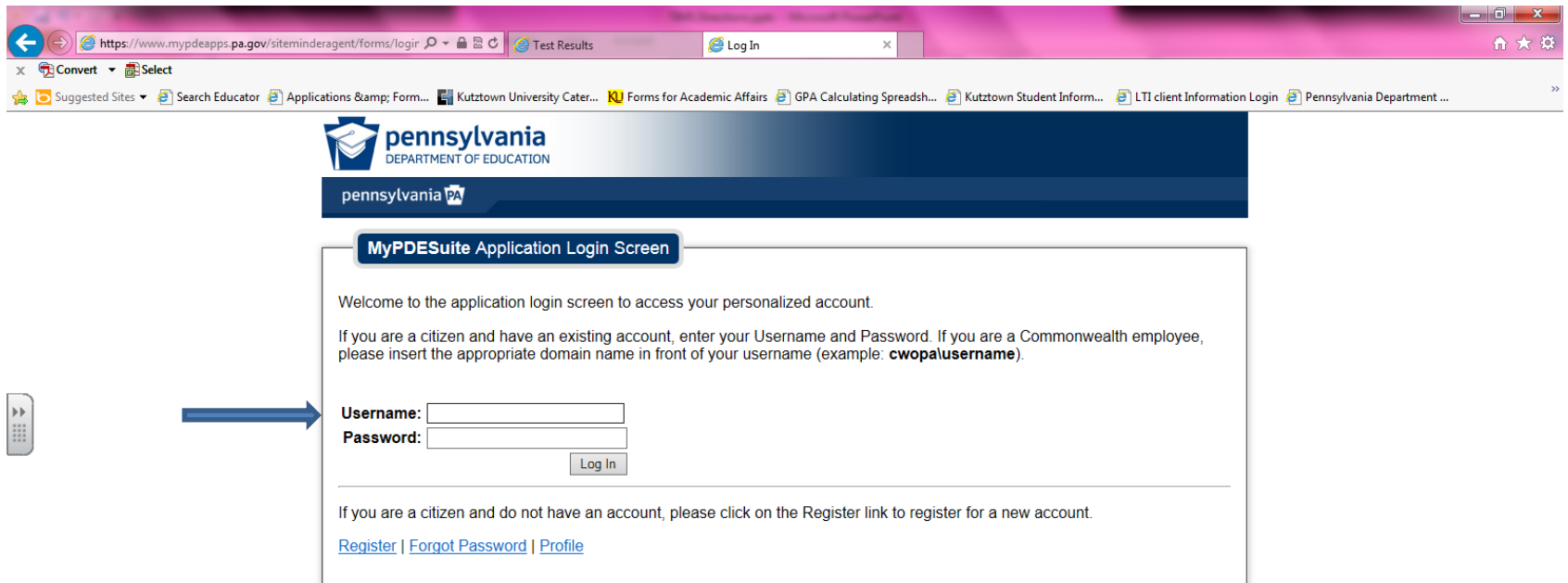
# Logging into your TIMS account after you create the username and password

- 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



The screenshot shows a web browser window with the URL <https://www.mypdeapps.pa.gov/siteminderagent/forms/login>. The browser's address bar and tabs are visible at the top. Below the browser window, a blue banner displays the Pennsylvania Department of Education logo and the text "pennsylvania PA". The main content area is titled "MyPDESuite Application Login Screen". It contains a welcome message, instructions for users, and a login form with fields for "Username:" and "Password:", followed by a "Log In" button. At the bottom, there is a link to "Register" and links for "Forgot Password" and "Profile". A blue arrow points from the left towards the login form.

https://www.mypdeapps.pa.gov/siteminderagent/forms/login

Test Results Log In

Convert Select

Suggested Sites Search Educator Applications & Form... Kutztown University Cater... Forms for Academic Affairs GPA Calculating Spreadsh... Kutztown Student Inform... LTI client Information Login Pennsylvania Department ...

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**MyPDESuite Application Login Screen**

Welcome to the application login screen to access your personalized account.

If you are a citizen and have an existing account, enter your Username and Password. If you are a Commonwealth employee, please insert the appropriate domain name in front of your username (example: **cwopalusername**).

**Username:**

**Password:**

Log In

If you are a citizen and do not have an account, please click on the Register link to register for a new account.

[Register](#) | [Forgot Password](#) | [Profile](#)

# 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.

Applicant Home - Windows Internet Explorer  
https://www.tims.state.pa.us/Certification/wfAppHome.aspx

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## TIMS

Teacher Information Management System

Welcome Tanya Faust!  
Applicant  
[Help & Support](#)

Home | Messages | Applications | Logoff

### Welcome to TIMS !

#### Messages

PDE Reviews messages with the application. Please use the PA-Teach help line (717) 728-3333 for PDE Remedy for preliminary inquiries

|                  |   |
|------------------|---|
| My New Messages  | 0 |
| My Inbox         | 0 |
| My Sent Messages | 1 |

[Search Messages](#)

#### Application(s) In Process

[View/Delete Applications](#) [New Credential Application](#)

No Application Records Found.

#### Profile & Settings

[View & Update My Profile](#) [View My Tests On File](#)  
[Profile Change Application](#)

#### Emergency Permit Request

No Permit Request Records Found.

[Emergency Permit Application](#)

#### Credential(s)

No Certificate Records Found.

[ABCTE Permit](#)

\* denotes a required field.

[Privacy Policy](#) | [Security Policy](#) | [Home](#) | [Employment Opportunities](#) | [Contact Us](#) | [FAQ](#)

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# TIMS Application

## *Credential Type and Certification Subject Area*

https://www.tims.state.pa.us/Certification/vfSelectCredentialType.aspx?ATC=NIC - Windows Internet Explorer

https://www.tims.state.pa.us/Certification/vfSelectCredentialType.aspx?ATC=NIC

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Help & Support

Select Credential Type and Subject Area to be requested

Requested Credential Type\*  
Instructional I (61)

Requested Certification Subject Area(s)\*

Click here to select certification subject area to be requested

Continue Cancel

\* denotes a required field.

Privacy Policy | Security Policy | Home | Employment Opportunities | Contact Us | FAQ

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- 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.)

Requested Certification Subject Area(s)\* 

[Click here to select certification subject area to be requested](#)



# 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

Browser tabs: Convert, Select, tims.state.pa.us, 93.3 WMMR - Everything That ...

Navigation: Mathematics Placement, Suggested Sites, Kutztown University Cater..., Forms for Academic Affairs, Kutztown Student Inform..., Pennsylvania Department ..., Search Educator On PDE, Volume Purchase Progra..., Applications & Form..., GPA Calculating Spreadsh..., LTI client Information Login

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Help & Support

Home | Messages | Applications | Logoff

**Select Credential Type and Subject Area to be requested**

Requested Credential Type\*  
Program Specialist (86) ☒ To qualify for an ESL Program Specialist certificate, an individual must currently hold a Pennsylvania Instructional I or II certificate or the out-of-state equivalent AND meet the current Pennsylvania ESL field experience and competency requirements. Refer to CSPG 68 for more information.

Requested Certification Subject Area(s)\*  
English as a Second Language (ESL) PK-12 (4499)  
[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

\* denotes a required field.

# Undergraduate ONLY TIMS Application

## Click Credential Type and Certification Subject Area

### Click No for 1<sup>st</sup>, Yes for the 2<sup>nd</sup> question and answer question 3



## Click Continue



Browser address bar: <https://www.tims.state.pa.us/Certification/wfSelectCredentialType.aspx?ATC=NC>

Navigation links: Home | Messages | Applications | Logoff

Welcome Tanya Faust! Applicant Help & Support

### Select Credential Type and Subject Area to be requested

Requested Credential Type\*   
Instructional I (61) 

Requested Certification Subject Area(s)\*   
Art PK-12 (1405)   
[Click here to select certification subject area to be requested](#)



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

Are you applying to add an additional subject area to an existing Instructional I Credential through testing alone? \*

Will a Pennsylvania institution verify that you meet certification requirements for the certificate you are applying for? \*

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

\* denotes a required field.



# 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...

# TIMS Application

## Step 3: Education Details Undergrads ONLY

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 1<sup>st</sup>...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

# PBC and Master's Continued...


## 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 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 – 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

https://www.tims.state.pa.us/Certification/wfAppSurvey.aspx - Microsoft Internet Explorer provided by Kutztown University  
https://www.tims.state.pa.us/Certification/wfAppSurvey.aspx

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**New Credential Application**

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

Application ID: 769648  
Application Status: Incomplete

**Step 4 : Certification Program Provider Survey** < Prev 1 2 3 4 5 6 Summary Next >

**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 his/her 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:  
Use a scale of 1-4, where:

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

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

\* denotes a required field.

Internet | Protected Mode: On 100%

# 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](mailto:tfaust@kutztown.edu)