TIMS Application Instructions for Chapter 49.85(f) Exceptional Cases

Step 1: Go to the Certification webpage on the Department of Education website

Step 2: Select Login to TIMS

Step 3: Enter your username and password and "Log In"

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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 emplinsert the appropriate domain name in front of your username (example: cwopa\username).	loyee, please
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	

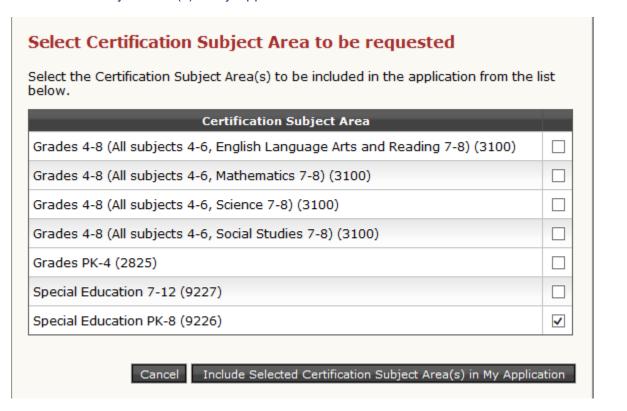
Step 4: On your TIMS dashboard click "New Credential Application" (bottom left)

pennsylvania DEPARTMENT OF EDUCATION			
TIMS	Teacher Information Mar ** Staging	agement System	Welcome Joe Test! Applicant
12010	Home Messages = Appl	ications - Logoff	Help & Support
Welcome to TIMS!			•
Messages		Profile & Settings	
PDE Reviews messages with the application. Please use the PA-Teach help linquiries	ne (717) 728-3224 or PDE Remedy for preliminary	View & Update My Profile	View My Tests On File
My New Messages	0	Profile Change Application	
My Inbox	0	Emergency Permit Request	
My Sent Messages	0		No Permit Request Records Found.
	Search Messages		no Permit Request Records Pound.
Application(s) In Process		Emergency Permit Application	
Application(s) in Process		Credential(s)	
- v	iew/Delete Applications New Credential Application	or sacritary	
No Application Records Four	nd.		No Certificate Records Found.
		ABCTE Permit	
* denotes a required field.		NOCE OF THE	
	Privacy Policy Security Policy Home This site is best viewed with Internet Explorer 7+ and Mo Copyright © 2011 Commonwea	Employment Opportunities Contact Us FAQ zilla Firefox 3.0+ browsers and a screen resolution of 1024x768. th of Pennsylvania. All rights reserved.	

Step 5: Select "Exceptional Case (2001)" as the Requested Credential Type

Select Credential Type and Subject Area to be requ	ieste	d	0
Requested Credential Type* 9 Exceptional Case (2001)	V	DO NOT USE THIS APPLICATION unless your employing school entity is requesting an exception as outlined in Chapter 49.85(d). If an exception is needed, submit this application and mail the covershee alone with a written renued from the school entity providing instification for the examination.	et

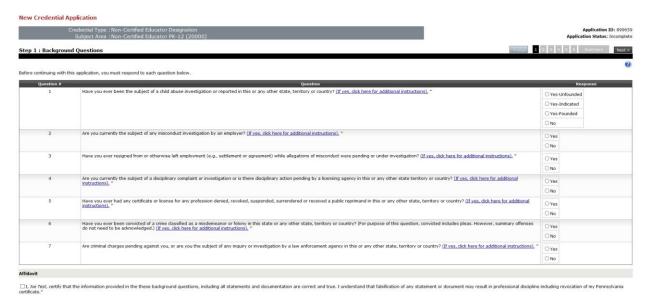
<u>Step 6:</u> Select the "Subject Area" that is being requested and click "Include Selected Certification Subject Area(s) in My Application"



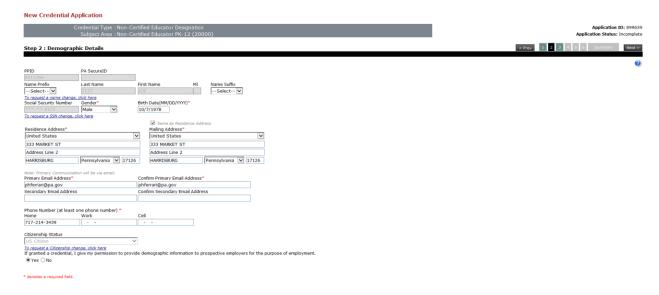


^{*} denotes a required field.

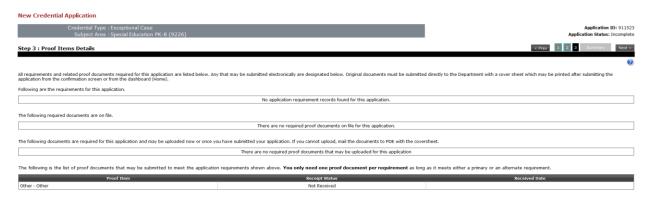
<u>Step 9:</u> Answer the required background questions, check the box at the bottom under "Affidavit" then click "Next"



Step 10: Enter the required demographic information then click "Next"



Step 11: No proof items are required from you at this time. Click "Next"



<u>Step 12:</u> There is no fee for this application. Review the application summary, read the Code of Conduct section and check the boxes at the bottom of the page, then click "Proceed to Submit"



Your application for an Exceptional Case has been submitted and is waiting to be reviewed by PDE.

The Chief Officer of your employing Local Education Agency (LEA) must submit an official written request outlining the reasons that the exception has been requested.