TIMS Application Instructions for Chapter 49.85(d) Exceptional Cases

Step 1: Go to the Department of Education website

Step 2: On the left side of the page under “I WOULD LIKE TO…” click “Access TIMS (Certification Application System)”

Step 3: Enter your username and password and “Log In”
Step 4: On your TIMS dashboard click “New Credential Application” (bottom left)

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

Step 6: Select the “Subject Area” that is being requested and click “Include Selected Certification Subject Area(s) in My Application”
Step 8: Click “Continue”, then click “Yes” to proceed with the application

Requested Certification Subject Area(s) *( denotes a required field.)*

Special Education PK-8 (9226)

Click here to select certification subject area to be requested

Continue >> Cancel

Step 9: 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”

Step 12: 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.