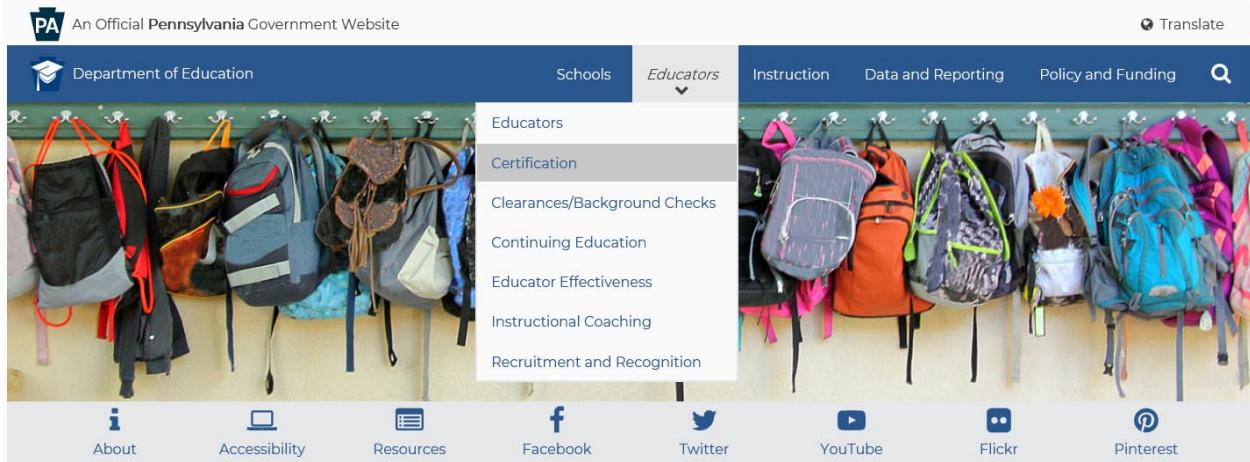


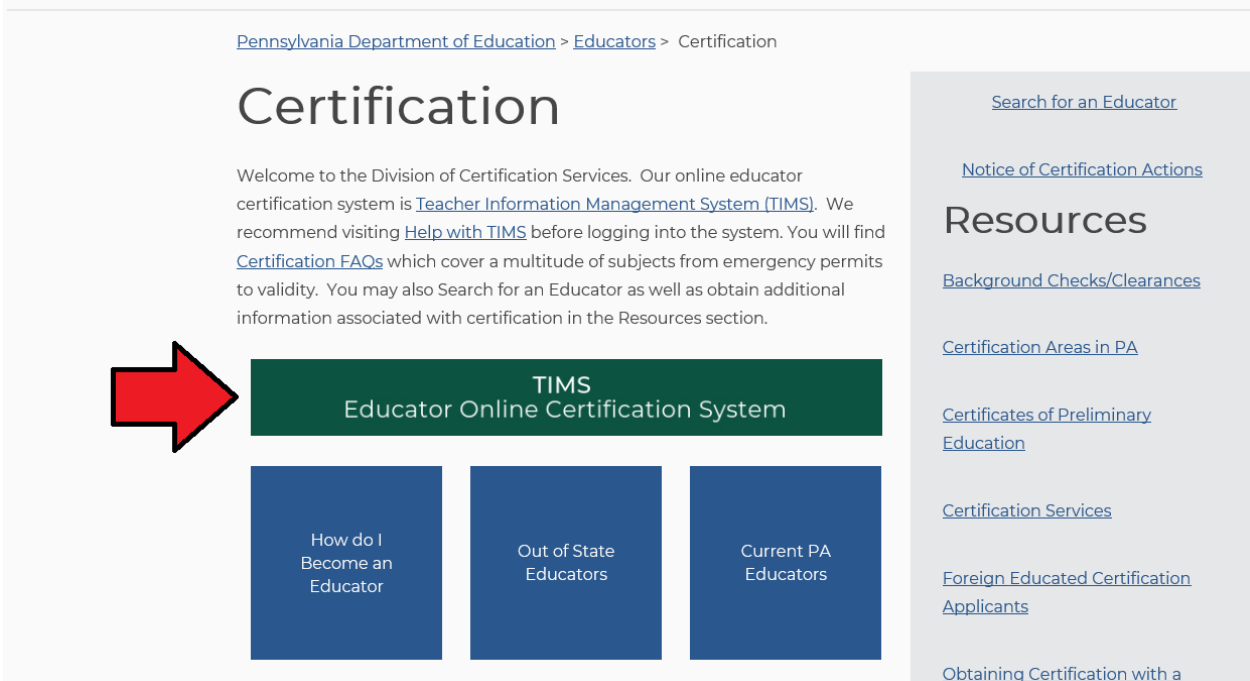
# Registration and Application Instructions for Non-Certified Educators

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

1. Go to [www.education.pa.gov](http://www.education.pa.gov)
2. Hover over "Educators" in the upper horizontal navigation.
3. Select "Certification" from the drop-down menu.



4. Select the green "TIMS Educator Online Certification System" box in the middle of the page



5. Click the option for PERSONAL USER. **Helpful Hint:** Personal Users are generally applying for certification, accessing personal records, and printing personal certifications.

# 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.](#)



6. Select the "Visit this page to login to TIMS link" to access the online application system. Please review the help resources available on this page prior to logging in for the first time.

# 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 eight 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?** You can also [watch this brief YouTube video to learn how to complete your certification in TIMS.](#) We offer a variety of user guidelines 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.

7. After you've selected the login link, you'll be taken to a new screen, which is MyPDESuite. If you need to register for a username and password, Click the 'Create Keystone Login Account' link.  
**Helpful Hint:** MyPDESuite will only work if you access it from the "[TIMS – For Personal Users](#)" landing page.

## The TIMS Log In Process Has Changed

### TIMS - Certification Services

You can no longer access TIMS with your PAM login account. If you have not already done so, create a Keystone Login account and log in below.

- [CREATE KEYSTONE LOGIN ACCOUNT](#)

Click here to create a new Keystone Login account

- **Please Note:** The first time that you log in, you will be directed to a registration page where you will establish your TIMS profile - connecting your login to your certification records.



Powered by

User Name:

Password:

Log In

### Keystone Support

[How To Guide: Create Keystone Account](#)

[Forgot Username](#)

[Forgot Password](#)

[My Account](#)

[Help](#)

8. After registration, you will return to the login page to enter your Username and Password and select "Login." If you have problems with the login screen, your username, and/or passwords, contact the Help Desk: (717) 857-3737.
9. The first time you login with your username and password, you will need to establish your TIMS profile.



# TIMS

## 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:

\* Confirm SSN:

\* Date of Birth (MM/DD/YYYY):  /  /

\* Official First Name:

\* Last Name:

Middle Initial:

\* Citizenship Status:

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

[Continue >>](#)

10. You are now on your TIMS dashboard (aka the TIMS homepage).



# TIMS

### Welcome to TIMS !



#### Messages

PDE Reviews messages with the application. Please use the PA-Teach help line (717) 726-3224 or PDE Remedy for preliminary inquiries

My New Messages	0
My Inbox	0
My Sent Messages	0

[Search Messages](#)

#### Application(s) In Process

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

Application ID	Certificate/Request Type	Application Status	Application Status Date	Comments
<a href="#">287321</a>	<a href="#">Instructional II English 7-12 (3230) , Spanish PK-12 (4490)</a>	Approved	02/28/2013	Certificate is published and available for printing.
<a href="#">243606</a>	<a href="#">Instructional I Spanish PK-12 (4490)</a>	Approved	03/29/2010	Certificate is published and available for printing.
<a href="#">123501</a>	<a href="#">Name Change</a>	Approved	09/29/2008	Application has been approved and will be available within 24 hours on the Web.
<a href="#">61948</a>	<a href="#">Emergency Permit: LT Sub with Educational Obligation Spanish PK-12 (4490)</a>	Approved	09/24/2008	Permit is published. Contact LEA.
<a href="#">243605</a>	<a href="#">Emergency Permit: LT Sub with No Educational Obligation Spanish PK-12 (4490)</a>	Approved	09/10/2007	Permit is published. Contact LEA.

#### Profile & Settings

[View & Update My Profile](#)

[View My Tests On File](#)

[Profile Change Application](#)

#### Emergency Permit Request

Permit Request ID	LEA Name	Status	Comments
140678	Conneaut SD	Approved by PDE	
141532	Conneaut SD	Approved by PDE	
146387	Conneaut SD	Approved by PDE	

[Emergency Permit Application](#)

#### Credential(s)

[Request Frameable Certificate](#)

[Update Existing Certificates](#)

Credential	Issue Date	Expiration Date	CE Status	Validity Status	
Emergency Permit: LT Sub with Educational Obligation Spanish PK-12 (4490)	09/01/2008	07/31/2009	N/A	Expired	<a href="#">Print</a>
Emergency Permit: LT Sub with No Educational Obligation Spanish PK-12 (4490)	08/01/2006	07/31/2007	N/A	Expired	<a href="#">Print</a>
Emergency Permit: LT Sub with No Educational Obligation Spanish PK-12 (4490)	08/01/2007	07/31/2008	N/A	Expired	<a href="#">Print</a>
Instructional I Spanish PK-12 (4490)	03/01/2010		Active	Converted	<a href="#">Print</a>
Instructional I English 7-12 (3230)	06/01/2006		Active	Converted	<a href="#">Print</a>
Instructional II English 7-12 (3230)	02/01/2013		Active	Valid	<a href="#">Print</a>
Instructional II Spanish PK-12 (4490)	02/01/2013		Active	Valid	<a href="#">Print</a>

[ABCTE Permit](#)

11. Click on the button “New Credential Application.”

Messages

PDE Reviews messages with the application. Please use the PA-Teach help line (717) 728-3224 or PDE Remedy for preliminary inquiries

My New Messages	0
My Inbox	0
My Sent Messages	

Application(s) In Process

Application ID	Certificate/Request Type	Application Status	Application Status Date	Comments
1020516	Instructional II Art PK-12 (1405) , Elementary K-6	Pending Documentation or Scanning	02/06/2018	<a href="#">Click here to print the coversheet to send the required</a>

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)

Request Frameable Certificate Update Existing Certificates

Credential	Issue Date	Expiration Date	CE Status	Validity Status
Instructional I Elementary K-6 (13413)	05/01/2013		Active	Valid

12. Select “Non-Certified Educator Designation (2000)” as the Requested Credential Type and “Non-Certified Educator PK-12 (20000)” as the Requested Subject Area.

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

Requested Credential Type\*

--Select Credential Type--

Requested Certification Subject Area(s)\*

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

Continue >>

Cancel

\* denotes a required field.

13. Answer the good moral character questions, the Affidavit, and click “Next.”

14. Enter the required demographic details and click “Next.”

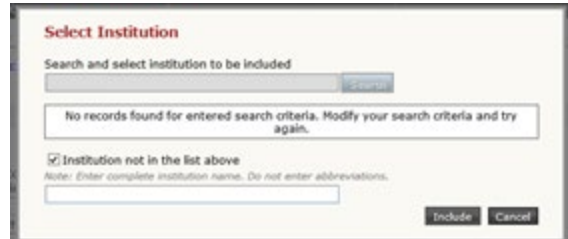
15. At least one education record is required. If one already exists, click “Next.” If not, click “Add New” to enter a new record. You may search the list of Institutions or check the box “Institution not in the list above” and type it in the box.

Institution Name	State	Country	Degree Conferred	Degree GPA	Date Conferred	Major Subject Area	Educator Prep Program Attended?	Program GPA	Record Added Date
Undergraduate College	PA	USA					N/A	N/A	
Graduate College	PA	USA	Masters	4.0	8/2019	Elementary Education	N/A	N/A	

Click "Add New" to add a new education record.  




OR



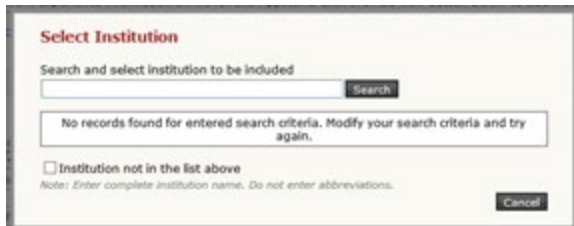
- On the Credential page, click "Next" unless you want to add an Out of State Certification.
- Click "Add New" to add your current employer. You may search the list of Institutions or check the box "Institution not in the list above" and type it in the box.

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

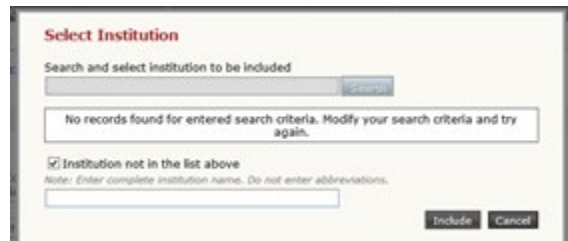
**Do not include student teaching as work experience.**  
**Enter ONLY Pennsylvania work experience**  
 Click "Add New" to add a new work experience record.



\* denotes required field.

OR



- Review the Application Summary, read the Code of Conduct, check the boxes at the bottom of the page, and then click "Proceed to Submit." Please note, there is no fee associated with this application.

- You should receive a notice that your application has been successfully submitted. Please note, our current processing time is posted on the website.

Once approved, you will be notified by email.

You will then be able to login to your TIMS dashboard and print a copy of the designation on the right hand side in the "Credentials" section.

Welcome to TIMS !

**Messages**  
 PDE Reviews messages with the application. Please use the PA-Teach help line (717) 728-3224 or PDE Remedy for preliminary inquiries

My New Messages	0
My Inbox	0
My Sent Messages	0

Search Messages

**Application(s) In Process**

View/Delete Applications    New Credential Application

Application ID	Certificate/Request Type	Application Status	Application Status Date	Comments
1020516	Instructional II Art PK-12 (1405) , Elementary K-6 (2810)	Pending Documentation or Scanning	02/06/2018	<a href="#">Click here</a> to print the coversheet to send the required documentation. <a href="#">Upload Documents</a>
284530	Instructional I Art PK-12 (1405)	Approved	07/02/2013	Certificate is published and available for printing.
269160	Instructional I (Requires Transcript Review) Elementary K-6 (2810)	Approved	06/12/2013	Certificate is published and available for printing.

**Profile & Settings**

View & Update My Profile    View My Tests On File  
 Profile Change Application

**Emergency Permit Request**


No Permit Request Records Found.

**Credential(s)**

Request Frameable Certificate    Update Existing Certif

Credential	Issue Date	Expiration Date	CE Status	Validity Status	
Instructional I Elementary K-6 (2810)	05/01/2013		Active	Valid	Print
Instructional I Art PK-12 (1405)	06/01/2013		Active	Valid	Print

ABCTE Permit



Employers will also be able to view your designation on the TIMS public website, [www.teachercertification.pa.gov](http://www.teachercertification.pa.gov), using your PPID number.