Registration and Application Instructions for Non-Certified Educators

**Step 1:** Go to www.education.pa.gov

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

**Step 3:** If you need a username and password, click “Register”. After completing the registration process, enter your username and password and “Log In”

If you already have a username and password, “Log In”
Step 4: The first time you log in you will need to enter required information in order to create a new Professional Personnel ID (PPID) or link to an established PPID.

After clicking “Continue”, you should get this message.

We have your PPID as 7180283 on file in TIMS. Please make a note of this for future reference.

OK

Step 5: On your TIMS dashboard click “New Credential Application”
Step 6: Select “Non-Certified Educator Designation (2000)” as the Requested Credential Type

Step 7: Select “Non-Certified Educator PK-12 (2000)” as the Subject Area

Step 8: Click “Continue”, then click “Yes” to proceed with the application

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: At least one education record is required. If one already exists, click “Next”; if not click “Add New”

You may search the list or check the box “Institution not in the list above” and type it in the box.
Step 12: Click “Next” unless you want to add an Out of State certification

Step 13: Click “Add New” to add your current employer. After adding current employer click “Next”

Step 14: No proof items are required to be sent to PDE, click “Next”

Step 15: 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”

There is no fee for this application

Step 16: Your application for the Non-Certified Educator Designation has been submitted and is waiting to be reviewed by PDE

Once approved, you will be notified by email. You will then be able to log into your TIMS dashboard and print a copy of the designation.

Employers will also be able to view your designation on the TIMS Public Website, www.teachercertification.pa.gov.