

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)”

PDE PARTNERS

- State Library
- State Board of Education
- Professional Standards & Practices Commission

I WOULD LIKE TO...

- Access My PDE Suite
- Access TIMS (Certification Application System)



NEWS

- Department of Human Services to Refine Keystone STARS Program
- Departments of Health and Education Propose Changes to Pennsylvania's School Immunization Requirements
- Department of Education Releases 2015 School Performance Profile Scores and Keystone Exam Results



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”



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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:

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: 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

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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:

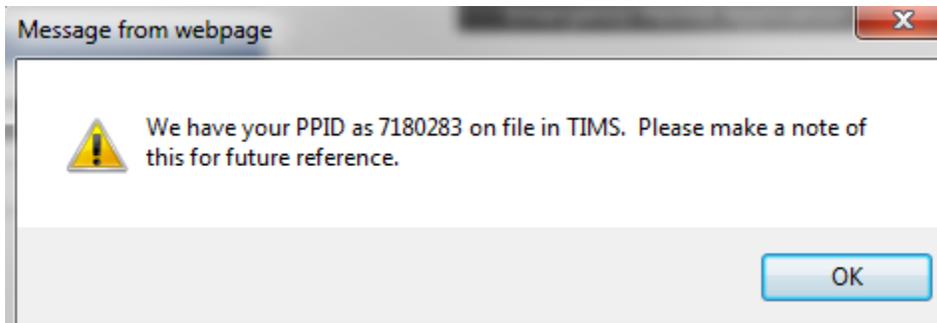
* Citizenship Status:

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 >>](#)

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After clicking “Continue”, you should get this message



Step 5: On your TIMS dashboard click “New Credential Application”

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TIMS

Teacher Information Management System
** Staging **

Welcome Joe Test
Applicant

Home | Messages | Applications | Logoff | Help & Support

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
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No Application Records Found.

* denotes a required field.

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](#)

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Step 6: Select “Non-Certified Educator Designation (2000)” as the Requested Credential Type

Select Credential Type and Subject Area to be requested

Requested Credential Type* 
Non-Certified Educator Designation (2000) *DO NOT USE THIS APPLICATION TO APPLY FOR AN EMERGENCY PERMIT* NOTE: ON STEP 5, YOU ARE REQUIRED TO ENTER YOUR CURRENT EMPLOYER!

Step 7: Select “Non-Certified Educator PK-12 (20000)” as the Subject Area

Select Credential Type and Subject Area to be requested

Requested Credential Type* 
Non-Certified Educator Designation (2000) *DO NOT USE THIS APPLICATION TO APPLY FOR AN EMERGENCY PERMIT* NOTE: ON STEP 5, YOU ARE REQUIRED TO ENTER YOUR CURRENT EMPLOYER!

Requested Certification Subject Area(s)* 
Non-Certified Educator PK-12 (20000)
[Click here to select certification subject area to be requested](#)

* denotes a required field.

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”

New Credential Application

Credential Type : Non-Certified Educator Designation
Subject Area : Non-Certified Educator PK-12 (20000)

Application ID: 899659
Application Status: Incomplete

Step 1 : Background Questions

Before continuing with this application, you must respond to each question below.

Question #	Question	Response
1	Have you ever been the subject of a child abuse investigation or reported in this or any other state, territory or country? (If yes, click here for additional instructions). *	<input type="radio"/> Yes-Unfounded <input type="radio"/> Yes-Indicated <input type="radio"/> Yes-Founded <input type="radio"/> No
2	Are you currently the subject of any misconduct investigation by an employer? (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input type="radio"/> No
3	Have you ever resigned from or otherwise left employment (e.g., settlement or agreement) while allegations of misconduct were pending or under investigation? (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input type="radio"/> No
4	Are you currently the subject of a disciplinary complaint or investigation or is there disciplinary action pending by a licensing agency in this or any other state territory or country? (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input type="radio"/> No
5	Have you ever had any certificate or license for any profession denied, revoked, suspended, surrendered or received a public reprimand in this or any other state, territory or country? (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input type="radio"/> No
6	Have you ever been convicted of a crime classified as a misdemeanor or felony in this state or any other state, territory or country? (For purpose of this question, convicted includes pleas. However, summary offenses do not need to be acknowledged.) (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input type="radio"/> No
7	Are criminal charges pending against you, or are you the subject of any inquiry or investigation by a law enforcement agency in this or any other state, territory or country? (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input type="radio"/> No

Affidavit

I, the Test, certify that the information provided in these background questions, including all statements and documentation are correct and true. I understand that falsification of any statement or document may result in professional discipline including revocation of my Pennsylvania certificate.*

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

New Credential Application

Credential Type : Non-Certified Educator Designation
Subject Area : Non-Certified Educator PK-12 (20000)

Application ID: 899659
Application Status: Incomplete

Step 2 : Demographic Details

PPID: 8413294 PA SecureID: []

Name Prefix: [--Select--] Last Name: [] First Name: [] MI: [] Name Suffix: [--Select--]

To request a name change, click here

Social Security Number: [] Gender: [Male] Birth Date(MM/DD/YYYY)*: [10/7/1978]

To request a SSN change, click here

Residence Address* [United States] Mailing Address* [United States]

333 MARKET ST 333 MARKET ST

Address Line 2 Address Line 2

HARRISBURG Pennsylvania 17126 HARRISBURG Pennsylvania 17126

Note: Primary Communication will be via email.

Primary Email Address* [phferrari@pa.gov] Confirm Primary Email Address* [phferrari@pa.gov]

Secondary Email Address [] Confirm Secondary Email Address []

Phone Number (at least one phone number) *

Home [717-214-3439] Work [- -] Cell [- -]

Citizenship Status [US Citizen]

To request a Citizenship change, click here

If granted a credential, I give my permission to provide demographic information to prospective employers for the purpose of employment.

Yes No

* denotes a required field.

Step 11: At least one education record is required. If one already exists, click "Next"; if not click "Add New"

New Credential Application

Credential Type : Non-Certified Educator Designation
Subject Area : Non-Certified Educator PK-12 (20000)

Application ID: 899659
Application Status: Incomplete

Step 3 : Education Details

Please correct the following error!

- At least ONE education record is required.

No education records entered, click the Add New button

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

Add New

* denotes a required field.

You may search the list or check the box "Institution not in the list above" and type it in the box

Select Institution

Search and select institution to be included

[] Search

No records found for entered search criteria. Modify your search criteria and try again.

Institution not in the list above

Note: Enter complete institution name. Do not enter abbreviations.

[]

Include Cancel

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”

New Credential Application

Credential Type : Non-Certified Educator Designation
Subject Area : Non-Certified Educator PK-12 (20000)

Application ID: 899659
Application Status: Incomplete

Step 5 : Work Experience Details

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.
Click "Add New" to add a new work experience record.

Add New

* denotes a required field.

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”

Fees & Payments
Calculated Fees: \$0.00

Code of Conduct
The Pennsylvania Code of Professional Practice and Conduct for Educators, which may be found on the [PDE Website](#), sets forth the standards for professional practice for Pennsylvania professional educators. All professional educators are expected to conduct themselves in accordance with the Code. Failure to do so may result in professional discipline. Indicate that you have read the code by checking the box below.
 I certify that I have read and will abide by the Code of Professional Practice and Conduct for Educators. *

I hereby certify that all statements, attestations, information, data and documentation contained in this application are true and accurate and I agree to report immediately any changes to the information provided on the application including any changes to my responses to the background questions. I also understand that any falsification of any statement or document included with my application or my failure to report any changes may result in professional discipline, which may include revocation of my Pennsylvania certificate. I further understand that the authorized electronic signature (user ID and Password) used to submit this application has the same legal validity and enforceability as a written signature.

By pressing the Submit button and continuing, I understand that I am giving permission to the indicated higher education institution and/or employing institution to view my certification application and profile which is necessary for the institution to complete its portion of my application.

Print **Proceed to Submit >>**

Disclaimer: 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.

* denotes a required field.

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

Congratulations!

Your application has been submitted successfully! Please print a copy of this receipt for your records.

Print

Application ID: 899659
Application Status: Awaiting Evaluation
Payment Type: NA
Payment Amount: NA
Payment Date: NA
Payment Confirmation Number: NA

Action Required From you: If any action is required from you, instructions will be provided below.

* denotes a required field.

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 .