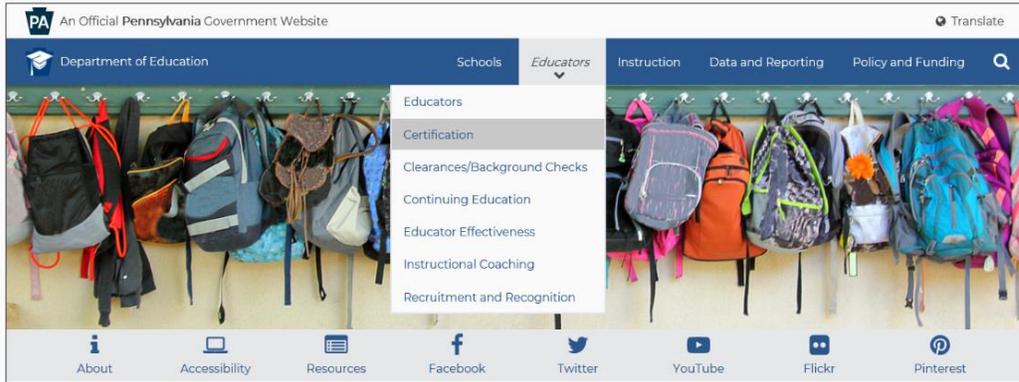
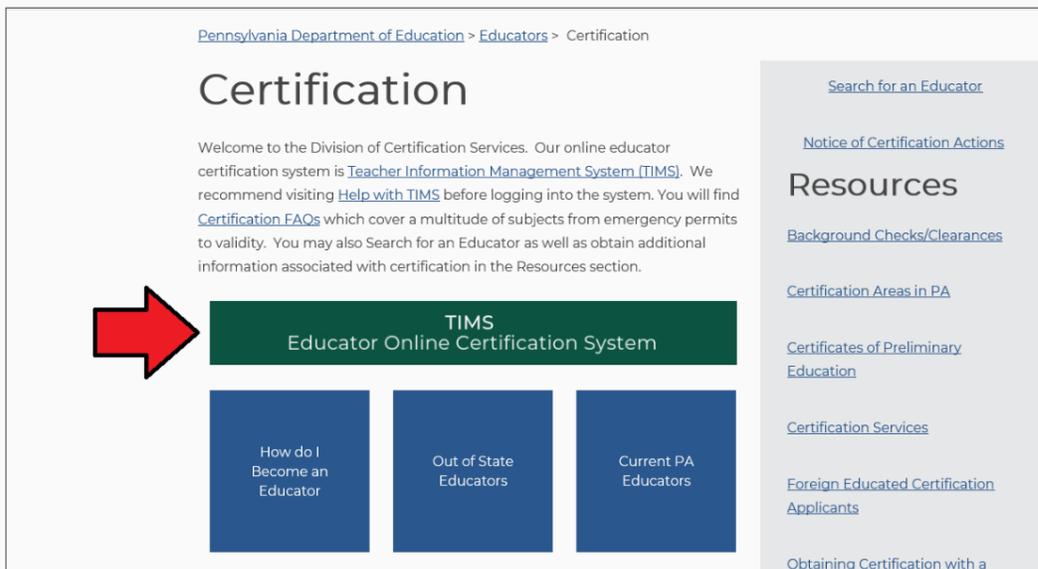


TIMS Registration Guide

1. Go to www.education.pa.gov (Use Internet Explorer or FireFox to access TIMS).
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 blue 'personal user' box.

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.](#)

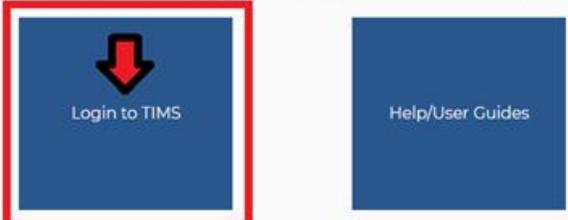


6. Click the blue 'Login to TIMS' box to access the online application system. Please review the help resources available on this page prior to logging in for the first time.

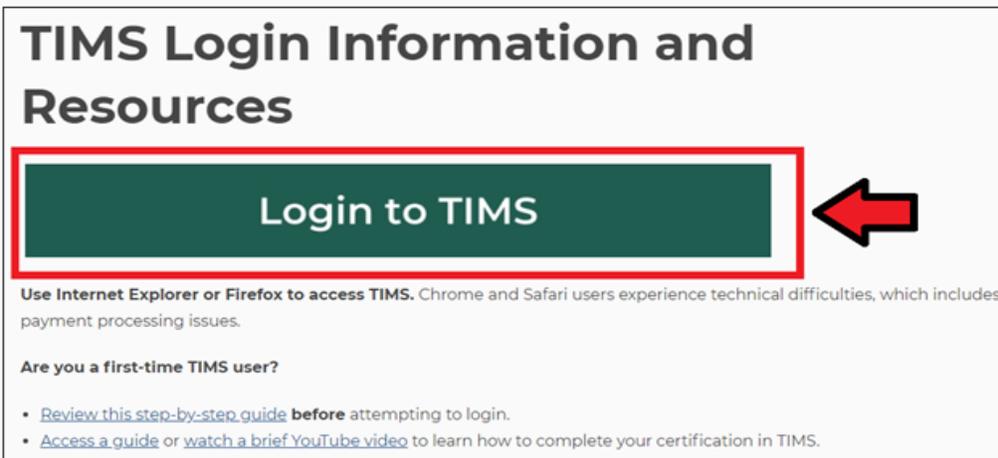
TIMS - Information for Personal Users

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 6 weeks (once your application reaches "awaiting evaluation" status).



7. Select the 'Login to TIMS' link to access the online application system.



TIMS Login Information and Resources

Login to TIMS

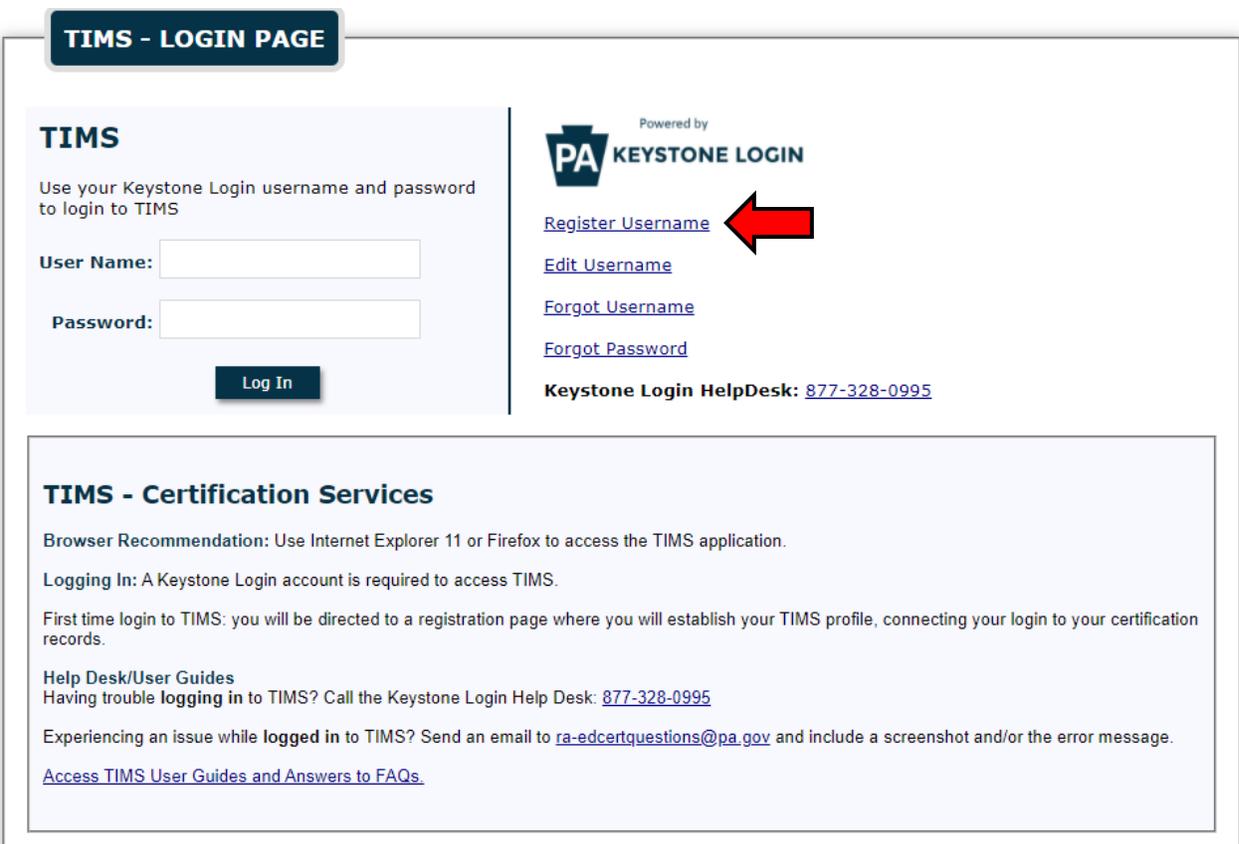
Use Internet Explorer or Firefox to access TIMS. Chrome and Safari users experience technical difficulties, which includes payment processing issues.

Are you a first-time TIMS user?

- [Review this step-by-step guide](#) before attempting to login.
- [Access a guide](#) or [watch a brief YouTube video](#) to learn how to complete your certification in TIMS.

8. After you've selected the login link, you'll be taken to a new screen, which asks you to enter your username and password. If you need to register for a username and password, click the 'Register Username' link.

Helpful Hint: The login will only work if you access it from the ['TIMS – For Personal Users'](#) landing page.



TIMS - LOGIN PAGE

TIMS

Use your Keystone Login username and password to login to TIMS

User Name:

Password:

Log In

Powered by
PA KEYSTONE LOGIN

[Register Username](#)

[Edit Username](#)

[Forgot Username](#)

[Forgot Password](#)

Keystone Login HelpDesk: [877-328-0995](tel:877-328-0995)

TIMS - Certification Services

Browser Recommendation: Use Internet Explorer 11 or Firefox to access the TIMS application.

Logging In: A Keystone Login account is required to access TIMS.

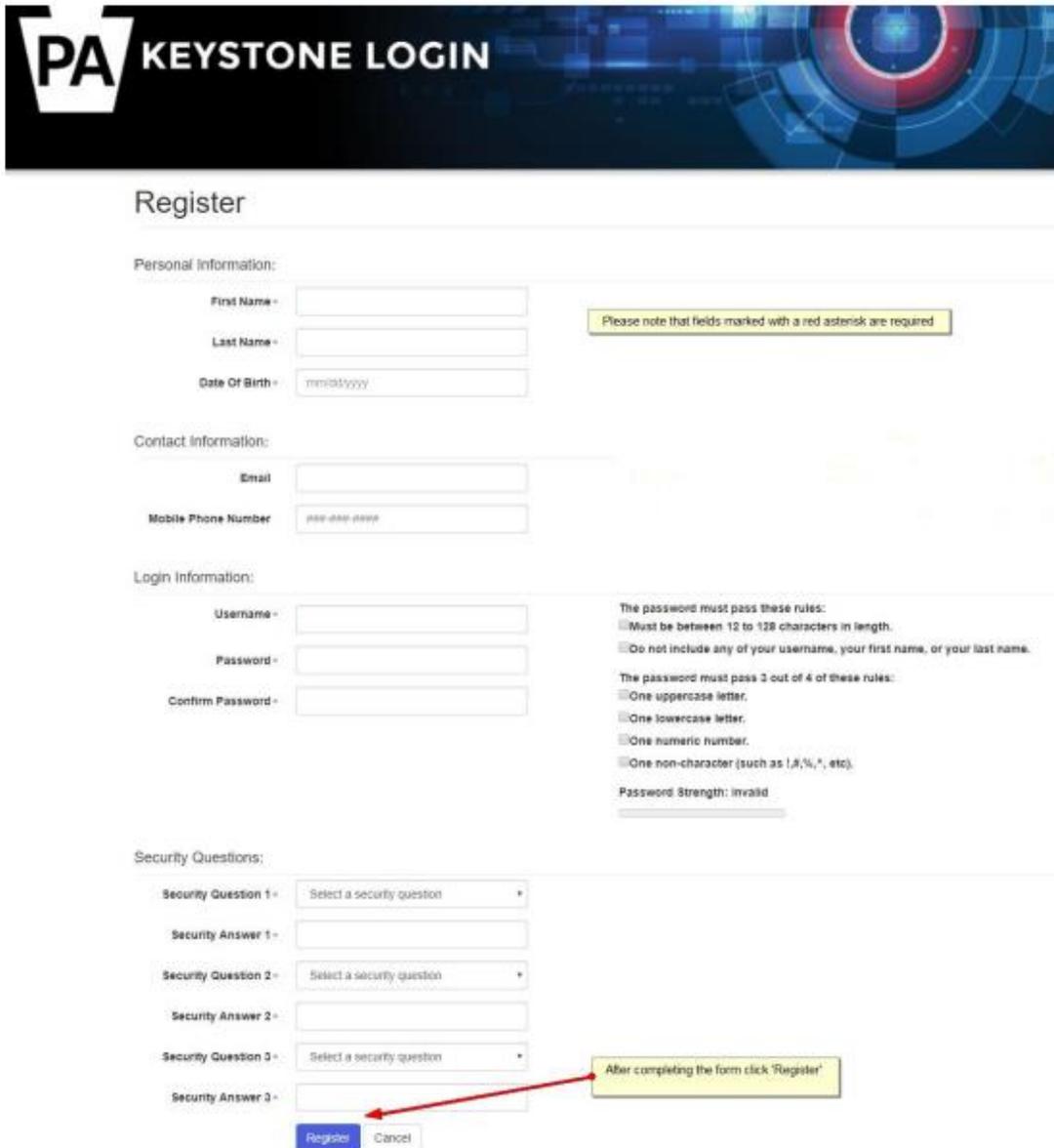
First time login to TIMS: you will be directed to a registration page where you will establish your TIMS profile, connecting your login to your certification records.

Help Desk/User Guides
Having trouble logging in to TIMS? Call the Keystone Login Help Desk: [877-328-0995](tel:877-328-0995)

Experiencing an issue while logged in to TIMS? Send an email to ra-edcertquestions@pa.gov and include a screenshot and/or the error message.

[Access TIMS User Guides and Answers to FAQs.](#)

9. Complete the Keystone Login Registration page. If successful, you will be automatically redirected back to the MyPDESuite Login page.



PA KEYSTONE LOGIN

Register

Personal Information:

First Name -

Last Name -

Date Of Birth -

Please note that fields marked with a red asterisk are required

Contact Information:

Email -

Mobile Phone Number -

Login Information:

Username -

Password -

Confirm Password -

The password must pass these rules:

- Must be between 12 to 128 characters in length.
- Do not include any of your username, your first name, or your last name.

The password must pass 3 out of 4 of these rules:

- One uppercase letter.
- One lowercase letter.
- One numeric number.
- One non-character (such as !, @, %, etc).

Password Strength: invalid

Security Questions:

Security Question 1 -

Security Answer 1 -

Security Question 2 -

Security Answer 2 -

Security Question 3 -

Security Answer 3 -

After completing the form click 'Register'

10. 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 Keystone Login Help Desk: 877- 328-0995.

TIMS Login Page

TIMS - Certification Services
Effective December 19, 2019 - a Keystone Login account is required to access TIMS. If you have not already done so, create a Keystone Login account and log in below.

Browser Recommendation: Internet Explorer 11. The Chrome browser is not recommended for the TIMS application.

- **CREATE 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.

Keystone Login HelpDesk
On May 18, 2020, the Commonwealth of Pennsylvania will be opening the Keystone Login Helpdesk for Keystone Login users. For all questions, concerns and issues with Keystone Login, please contact the new helpdesk at [877-328-0995](tel:877-328-0995).

TIMS Support
Resources: [TIMS FAQ](#) [TIMS User Guide](#) [Certification Services](#)
If you experience an issue while submitting your request, please include a screenshot and error message to ra-edcertquestions@pa.gov.

TIMS
Use your Keystone Login username and password to login to TIMS

User Name:

Password:

Powered by **PA KEYSTONE LOGIN**

Keystone Support
Keystone Login HelpDesk: [877-328-0995](tel:877-328-0995)
[How To Guide: Create Keystone Account](#)
[Forgot Username](#)
[Forgot Password](#)
[Keystone Login Account](#)

Callout Box: Enter your Keystone Login username, password, click 'Log In'

11. The first time you login with your username and password, you will need to establish your TIMS profile.

If you receive an error stating that what you entered does not match the records on file, please contact the TIMS helpdesk: (717) PA-TEACH (728-3224) or (717) 787-3356 or ra-edcertquestions@pa.gov. Due to high call volumes, it is advisable to send an email.

pennsylvania
DEPARTMENT OF EDUCATION

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:

Callout Box: Enter your information and click 'Continue'. This will associate your new log in with your records.

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.

[Privacy Policy](#) | [Security Policy](#) | [Home](#) | [Employment Opportunities](#) | [Contact Us](#) | [FAQ](#)

This site is best viewed with Internet Explorer 7+ and Mozilla Firefox 3.0+ browsers and a screen resolution of 1024x768. Copyright © 2011 Commonwealth of Pennsylvania. All rights reserved.

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

The screenshot shows the TIMS dashboard with the following sections:

- Messages:** A table showing 0 new messages, 0 in the inbox, and 0 sent messages.
- Application(s) In Process:** A table listing several applications with their IDs, types, statuses, dates, and comments.
- Emergency Permit Request:** A table showing three approved permit requests from Conneaut SD.
- Credential(s):** A table listing various credentials with their issue and expiration dates, CE status, validity status, and print buttons.

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

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	

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

You will stop here until you are ready to finish your TIMS application at the end of the semester.