

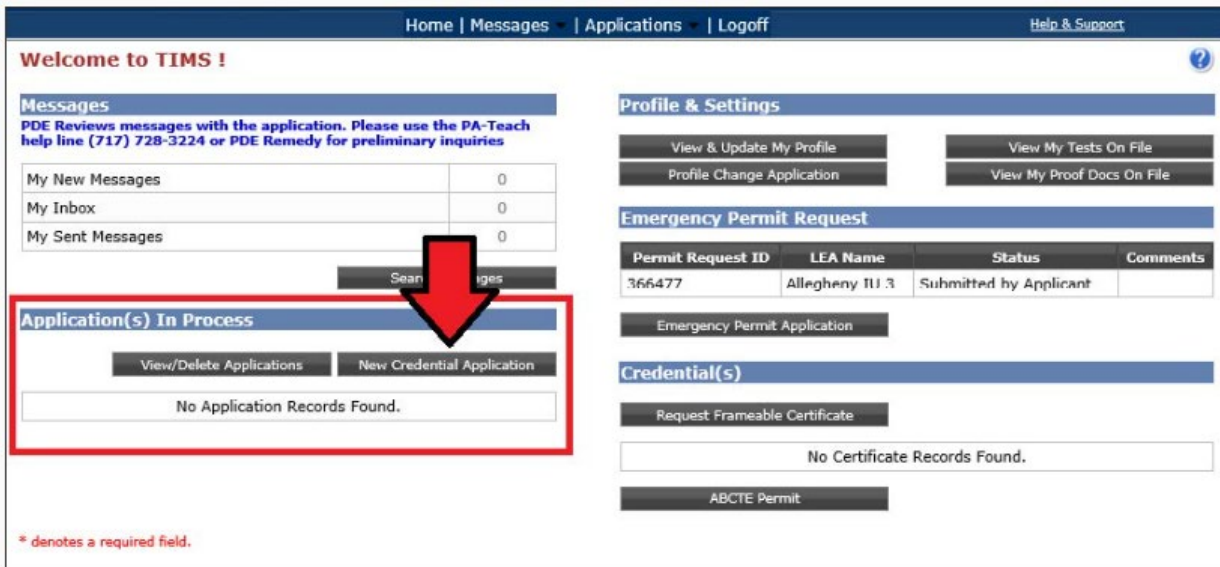
STEP BY STEP GUIDE TO SUBMIT YOUR TIMS APPLICATION

If you have not registered for your TIMS account yet, go to step 3 on the Certification webpage for instructions. <https://www.millersville.edu/cert/6-steps-to-certification.php>

- Log into your TIMS dashboard using the username and password you created when you registered for your TIMS account. TIMS Login: <https://www.mydpdeapps.pa.gov/Login/wfKeystoneLogin.aspx>
 - Below is a screenshot of a TIMS “Dashboard” homepage.

If this is the first time you have logged into TIMS, then you will not have any applications in progress (That block will be empty).

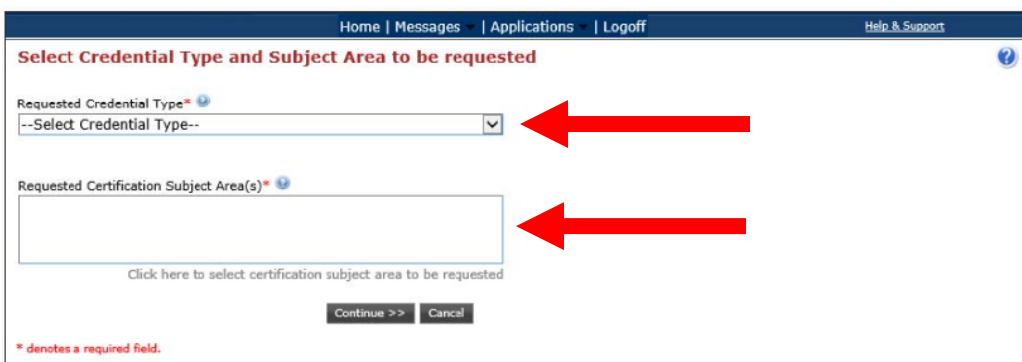
- Click on “New Credential Application” to begin.



- Select your requested credential type.
 - If this is your first certification – chances are that you are applying for “Instructional 1 (61)”.
- Select your certification area by clicking on “click here to select certification subject area to be requested”.
- A full list of Credential Types and Subject Area Codes can be found on the PDE’s website here: [Certificates in Pennsylvania | Department of Education | Commonwealth of Pennsylvania](#)

NOTE: Be sure to list ALL certification areas. **DO NOT** add certification areas that you are adding by testing only.

NOTE: If you are entering PK-4 or Middle Level grades 4-8 programs, they are listed beginning under “G” for “Grades...”.



- Answer **ALL** questions and then click on “Continue”.

If this is your first certificate in PA, answer “No” to the **first question**.

Your application requires a response to the following preliminary question(s).

Are you applying to add an additional subject area to an existing Instructional I Credential through testing alone? * Yes No

Will a Pennsylvania institution verify that you meet certification requirements for the certificate you are applying for? * Yes No

Are you an active duty member or veteran of the US Armed Forces, or the spouse/surviving spouse of an active duty member or veteran? (Definitions are available at www.education.pa.gov) * Yes No

Background Questions –

- Answer the background questions.
- Check the box at the bottom of the page.

Step 1 : Background Questions < Prev 1 2 3 4 5 Summary Next >

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, _____, 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.*

Demographic Details -

- Fill in your profile information.

NOTE: DO NOT use your 'Millersville' email as your primary email account as you will eventually lose access to that email account.

Step 2 : Demographic Details < Prev 1 2 3 4 5 Summary Next >

PPID: [] PA SecureID: []

Name Prefix: Mrs. [v] Last Name: [] First Name: [] MI: [] Name Suffix: --Select-- [v]

[To request a name change, click here](#)

Social Security Number: [] Gender*: Female [v] Birth Date(MM/DD/YYYY)*: []

[To request a SSN change, click here](#)

Same as Residence Address

Residence Address*: [United States [v]] [] [Pennsylvania [v]] []

Mailing Address*: [United States [v]] [] [Pennsylvania [v]] []

Address Line 2: [] []

Address Line 2: [] []

Note: Primary Communication will be via email.

Primary Email Address*: [] Confirm Primary Email Address*: []

Secondary Email Address: [] Confirm Secondary Email Address: []

Phone Number (at least one phone number) *

Home: [] Work: [] Cell: []

Citizenship Status: [US Citizen [v]]

[To request a Citizenship change, click here](#)

I give my permission to provide demographic information to prospective employers for the purpose of potential employment

Yes No [?]

Education Details – Add your Bachelor’s degree

- Click on “Add New”.

NOTE: Millersville may already be listed here, but you still need to add it again.

Post-Baccalaureate applications – you will need to add your Bachelor’s degree information as well even if you did not attend Millersville for your original undergraduate degree.

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New Credential Application

Credential Type : Instructional I
Subject Area : Special Education PK-8 (9226) , Grades PK-4 (2825)

Application ID: 1171461
Application Status: Incomplete

Step 3 : Education Details < Prev 1 2 3 4 5 Summary Next >

No education records entered, click the Add New button

Required Education: Bachelors Degree and PDE-Approved Educator Preparation Program

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

Add New

* denotes a required field.

- Click on “Click here to search” and search for Millersville. Select Millersville as your Institution.

Required Education: Bachelors Degree and PDE-Approved Educator Preparation Program

Add New Record

Institution Name* [Click here to search](#)

Contact Official Details
 --Select Contact Official Name--
 First Name Last Name

Institution Address*
 Address Line 1 Phone Email Address
 Address Line 2
 City --Select--
 Zip

Did you receive any Degree while at this institution? * Yes No

Educator Preparation Program
 Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution? * Yes No

- Under “Contact Official Details” select Tara Etsell.

Add New Record

Institution Name* [Click here to search](#)

Contact Official Details
 --Select Contact Official Name--
 Phone Email Address

Institution Address*
 123 School Lane
 Address Line 2
 Harrisburg Pennsylvania 17126

Did you receive any Degree while at this institution? * Yes No

Educator Preparation Program
 Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution? * Yes No

- Answer the questions.
 - Select YES if you received a degree at this institution (All BSE students select YES).

- Fill in the “Degree Information”. You will need to fill in your nearest estimation of your GPA.
- Then add your major subject area by clicking on “Click here to add your Major Subject Area”.

Add New Record

Institution Name* [Click here to search](#)

Contact Official Details
 --Select Contact Official Name--
 Phone Email Address

Institution Address*
 Address Line 2
 Pennsylvania 16802

Did you receive any Degree while at this institution? * Yes No

Degree Information

Degree* Date Conferred(MM/YYYY)* Grade Point Average (GPA)*

Major Subject Area(s)

No major subject area records entered. If applicable, click add major subject area link below.

[Click here to add Major Subject Area](#)

Educator Preparation Program
 Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution? * Yes No

* denotes a required field.

NOTE: If you are a BSE student, your “Degree” GPA and your “Program” GPA are both your cumulative GPA and not your Major GPA.

The “Major Subject Area” is the area of your degree. BSE majors should select the major area that refers to you being in “education” as well as your “subject” area.

- Click on “YES” for “Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution?”

Add New Record

Institution Name* [Click here to search](#)

Institution Address*
Address Line 2 Pennsylvania

Did you receive any Degree while at this institution? * Yes No

Degree Information

Degree* Date Conferred(MM/YYYY)* Grade Point Average (GPA)*

Major Subject Area(s)

Major Subject Area	CIP Code	
Elementary Ed/Teaching	13.1202	Remove

[Click here to add Major Subject Area](#)

Educator Preparation Program

Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution? * Yes No

* denotes a required field.

- Click on “Click here to add Educator Preparation Program”


Educator Preparation Program

Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution? * Yes No

Disclaimer: Educator Preparation Program information submitted in this application will be sent to the Pennsylvania preparing institution if the institution holds approval from the Pennsylvania Department of Education to offer the program. The Pennsylvania institution will verify the information submitted and if appropriate submit the recommendation for certification through TIMS. Completion of Educator Preparation Program completed outside of Pennsylvania may require verification from the institution via the PDE338A-College/University Verification Form (Copy of the form will be provided with the coversheet printed at the end of the application process).

[Click here to add Educator Preparation Program](#)

Select your program from the list and fill in the additional information.

Add/Edit Educator Preparation Program 

Add/Edit the Educator Preparation Program you attended while at

Educator Preparation Program *
--Select Educator Prep Program--

Educator Preparation Program not in the list above

Program Level* Program Level Type*
--Select-- --Select--

Attendance Start Date End/Anticipated Graduation Program GPA *
(MM/YYYY)* Date (MM/YYYY)*
/ /

Add **Cancel**

NOTE: If you are in a “Dual” certification program like ERCH/SPED, then you will have to enter BOTH “*Educator Preparation Programs*” as separate line items.

NOTE: Remember PK-4 and 4-8 programs are listed beginning under “G” for “Grades...”.

Once you have added this information, hit the “Add” button, and then click on “Save” and “Next”.

Certification Program Provider Survey –


- Complete the survey, and then click on “Next”. Please be thoughtful in your responses.

Certification Details –

If this is your first Certification application this area should be blank since you do not hold any Pennsylvania state certifications.

- Click on “Next”.

Step 5 : Certification Details < Prev 1 2 3 4 5 Summary Next >

In-State Certification 

You currently do not hold any Pennsylvania state certifications.

Note: If you have PA certifications that are not listed above, please call the Pennsylvania Department of Education at (717) 728-3224 for assistance.

Out-of-State Certification

Do you hold any out of state certificate? Yes No

* denotes a required field.

Summary Tab –

Be sure to review the entirety of the summary page to make sure everything is correct.

NOTE: At the bottom of the page, there is a box that shows what you are missing or what PDE needs from you in order to process your certification request. It may show “not received” even though PDE may already have your test scores on file. To check what PDE has on file, go to your TIMS dashboard homepage screen and click on “View my tests on file”.

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

- Do not forget to check the two boxes under “Code of Conduct”.
- You have almost made it...click on “Proceed to Submit”!

Payment –

NOTE: The fee for Instruction I Initial Certification is \$200. (subject to change per PDE)

- Choose your method of payment.
- If you are paying online with a credit card, select “Credit Card” and then fill in your billing information.

Home | Messages | Applications | Logoff Help & Support

Payment Processing and Application/Request Submission

Request Type: Instructional I Total Fee Amount: \$200.00

Payment can be made by credit card or money order.

1. If you select credit card, you will be prompted to enter your credit card information online.
You must have a United States address on file with the issuer of the credit card

2. If you select money order, you will have to send the money order made out to the “Commonwealth of PA” with the coversheet printed at the end of the process.
The money order must be payable in United States dollars

If you encounter a payment error, Please retry in 30 minutes.

Payment Mode :

Credit Card Money Order

Transaction Status Date	Payment Status	Transaction ID
01/14/21 10:44:46 AM	Not Received	

- If you are paying with a money order, then click on “Money Order”
- Check “I agree to submit a US Money Order with the coversheet. Failure to do so will delay my application processing”.
- Send your money order with a copy of your coversheet IMMEDIATELY to PDE!

Home | Messages | Applications | Logoff Help & Support

Payment Processing and Application/Request Submission

Request Type: Instructional I **Total Fee Amount: \$200.00**

Payment can be made by credit card or money order.
 1. If you select credit card, you will be prompted to enter your credit card information online.
You must have a United States address on file with the issuer of the credit card

2. If you select money order, you will have to send the money order made out to the “Commonwealth of PA” with the coversheet printed at the end of the process.
The money order must be payable in United States dollars

If you encounter a payment error, Please retry in 30 minutes.

Payment Mode :

Credit Card Money Order

I agree to submit a US Money Order with the coversheet. Failure to do so will delay my application processing

[Submit Application/Request >>](#)

Transaction Status Date	Payment Status	Transaction ID
01/14/21 10:44:46 AM	Not Received	

You are almost finished!

- You will not receive another receipt, so if you paid with a credit card, you may want to print this page as your receipt.
- Next, you must print your coversheet by clicking on “Click here to print the coversheet”

Home | Messages | Applications | Logoff Help & Support

Congratulations!

Your application has been submitted successfully! Please print a copy of this receipt for your records. [Print](#)

Application ID: 1171461
Application Status: Waiting for Educ or Work Exp Verification
Payment Type: Credit Card
Payment Amount: \$200.00
Payment Date: 01/19/2021
Payment Confirmation Number: CC1171461.44215.556504537

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

This application requires documentation to be mailed to PDE. Please follow the instructions below.

1. [Click here to print the coversheet.](#) This coversheet lists all the documents to be sent.
2. Attach all supporting documents to coversheet.
3. Send coversheet and all supporting documents to PDE at the following address:
 Bureau of School Leadership & Teacher Quality
 Pennsylvania Department of Education
 333 Market Street, 12th Floor
 Harrisburg, PA 17126-0333

* denotes a required field.

This is the top of what the cover sheet looks like.

You do not need to send a copy of your coversheet to PDE unless there is something you need to send them to add to your certification packet. Keep a copy for your records.

Do not fold, do not staple



Applicant Name : Your Name
Application Type: Instructional I
Application ID: 123456



TIMS Application Coversheet

Other 

Use this box for required supplemental documentation. There may be none needed.
Comments :

It is VERY, EXTREMELY, WITHOUT EXCEPTION, HIGHLY recommended that you keep a copy of EVERYTHING you send to PDE. This can be a convoluted and confusing process. You do not want your certification delayed because YOU think you paid for your application and PDE says you did not.

KEEP COPIES OF EVERYTHING YOU SEND TO PDE!!

TIMS EXTRA GUIDE

Here is some of the extra information and processes you have access to through TIMS.

Find your PPID#:

You can find your PPID# any time after you have created your initial account in TIMS by going to the “View & Update My Profile” page.

Your PPID# appears right above your name on your profile page.

Check your Test Scores:

You can check your test scores under “View My Tests On File”.

Change your Profile Information:

You can change your profile information by clicking on “Profile Change Application”.

Select the appropriate change application from the drop-down list and follow the instructions for making the change.

You may need to upload proof documents in order to complete the change.

Profile & Settings

View & Update My Profile

Profile Change Application

View My Tests On File

View My Proof Docs On File

Emergency Permit Request

Permit Request ID	LEA Name	Status	Comments
366477	Allegheny III 3	Submitted by Applicant	

Emergency Permit Application

Credential(s)

Request Frameable Certificate

No Certificate Records Found.

ABCTE Permit

Print out your Certificate:

You can view your certificate(s) in the lower right corner of your TIMS Dashboard under “Credentials”.

Find the appropriate Teaching Certificate and click on “Print” then “Open”.

Once you have opened the teaching certificate, you may:

- Save it as a PDF by going to File – Save As – PDF
~ OR ~
- Print your certificate to include with your other records and teaching credentials