If you have not registered through TIMS yet, go to step 3 at https://www.millersville.edu/cert/getting-certified-in-pa.php for instructions.

This is your “Dashboard” screen

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
If this is your first certification – chances are that you are applying for an “Instructional I” (61)

A full list of Credential Types and Subject Area Codes are included at the end of this document

- Select your requested credential type
- Select your certification area by clicking on “click here to select certification subject area”

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

- Answer **BOTH** questions and then click continue
**Note:** When entering PreK-4 or Middle Level grades 4-8 programs they are listed beginning under “G” for “Grades...”
**Step 1:** Answer the background questions and check the box at the bottom of the page

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

<table>
<thead>
<tr>
<th>Question #</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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).</td>
<td>Yes-Unfounded&lt;br&gt;Yes-Indicated&lt;br&gt;Yes-Founded&lt;br&gt;No</td>
</tr>
<tr>
<td>2</td>
<td>Are you currently the subject of any misconduct or investigation by an employer? (If yes, click here for additional instructions).</td>
<td>Yes&lt;br&gt;No</td>
</tr>
<tr>
<td>3</td>
<td>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).</td>
<td>Yes&lt;br&gt;No</td>
</tr>
<tr>
<td>4</td>
<td>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).</td>
<td>Yes&lt;br&gt;No</td>
</tr>
<tr>
<td>5</td>
<td>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).</td>
<td>Yes&lt;br&gt;No</td>
</tr>
<tr>
<td>6</td>
<td>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).</td>
<td>Yes&lt;br&gt;No</td>
</tr>
<tr>
<td>7</td>
<td>Are criminal charges pending against you, or are you 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).</td>
<td>Yes&lt;br&gt;No</td>
</tr>
</tbody>
</table>
**Step 2:** Fill in your profile information

Don’t forget “gender” and your “citizenship” status

**NOTE:** DO NOT use your “millersville” email account as your primary email since eventually that email account will be terminated.
**Step 3:** The next step is to add your Bachelor’s degree.

- Start by clicking “add new”.

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

Post-Baccalaureate applicants - you will have to add your Bachelor’s degree info as well even if you did not attend MU for your original undergraduate degree.
• Select Millersville as your Institution
- Select Tara Etsell as the contact official.

- Select YES if you received a degree at this institution. (All BSE students would select YES!)
Fill in the Degree Information. You will need to fill in your GPA (your nearest estimation is fine). Please note that if you are a BSE student, your "Degree" GPA and your "Program" GPA are both your cumulative GPA (not your Major GPA).

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

*If you are only given foreign language as an option when choosing your major subject area or educator prep. program information, please see the “TIMS Extra Guide” at the end of this document, for help on how to fix this and other problems.
Next click “YES” that you attended an “Educator Prep Program” while at this institution.

<table>
<thead>
<tr>
<th>Required Education: Bachelor's Degree and PDE-Approved Educator Preparation Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add New Record</td>
</tr>
<tr>
<td>Institution Name: West Virginia University at Charleston</td>
</tr>
<tr>
<td>Contact Email: <a href="mailto:westvirginiawc@gmail.com">westvirginiawc@gmail.com</a></td>
</tr>
<tr>
<td>Institution Address: 100 College St., Carbondale, WV 26301</td>
</tr>
<tr>
<td>Did you complete the PDE-approved Educator Preparation Program(s) for the subject area(s) at this institution?</td>
</tr>
<tr>
<td>Yes ☑ No</td>
</tr>
<tr>
<td>Degree Information: Early Childhood Education</td>
</tr>
<tr>
<td>GPA:</td>
</tr>
<tr>
<td>Major Subject Areas: Early Childhood Education</td>
</tr>
<tr>
<td>EIP Code: 133210</td>
</tr>
<tr>
<td>Educator Preparation Program: Yes ☑ No</td>
</tr>
</tbody>
</table>

* Denotes a required field.

Now click to add your Educator Preparation Program.
Select your program from the list and fill in the additional information.

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

**Remember:** PreK-4 & 4-8 programs are listed beginning under “G” for “Grades…”

Once you have added this information, hit the ADD button, and then click SAVE.
YAY! If it looks like this after you “save” then you did it properly...

Click NEXT
Step 4: There is a “Survey” for you to answer regarding your Certification Preparation Program. Please be thoughtful in your responses.
Step 5: If this is your first Certification application this area should be blank – you hold No Previous Certifications.

Click NEXT
Step 6: This is a page of all the requirements for certification for your reference but some information may not be 100% accurate, make sure to check your profile page.

Note: at the bottom of this page, there’s 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 HOME (dashboard screen) and click on “View my tests on file”.

Summary: This is a summary page of all of the information that you’ve entered. Be sure to review it and make sure that everything looks correct. SCROLL DOWN through the entire form.

Don’t forget to check the 2 boxes under the Code of Conduct

You have almost made it… Proceed to Submit!
Please Note: As of 2018, the fee for Instructional I initial Certification is $200

Choose your method of payment

If you are paying online with a credit card – fill in your billing information first

If you are paying with a Money Order, choose Money Order from the drop down list and then send your Money Order with a copy of your coversheet IMMEDIATELY to PDE!
You’re almost finished! You will not receive any other receipt, so if you paid with a credit card you may want to print this page as your receipt.

The next step is to print your coversheet.
This is what the coversheet 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.

**UNDER ALL CIRCUMSTANCES WE REQUIRE A COPY OF YOUR COVERSHEET – Page 1 only please!**

I very, extremely, without exception, highly recommend that you keep a copy of **everything** you send to PDE. This is a sometimes convoluted and confusing process. You don’t want your certification delayed because you think you paid for your application and PDE says you didn’t. **Keep copies of everything you send to PDE!!! You will be happy that you did...**

I hope you find this information helpful. If you have any questions regarding these directions or this process, please contact the Millersville University Certification Office for assistance.

120 Stayer Hall, Millersville, PA 17551; Phone: (717) 871-5752 Fax: (717) 871-2448

*Thanks and best wishes in your teaching endeavors!*
TIMS EXTRA GUIDE

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

- Find your PPID#
- Change your Profile Information
- Check your Test Scores
- Print out your Certificate
- Certification Application Code Numbers List
Find Your PPID#
You can find your PPID# any time after you’ve 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.
Change your Profile Information
You can change your profile info (name, social security #, citizenship, etc.) on the profile change application page.

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.
Check your Test Scores
You can also check your test scores here under “View My Tests On File”
Print out your Certificate
To Access your Teaching Certificate from your TIMS Dashboard

Your approved credentials are found in the lower right corner of your TIMS dashboard.

Next you must print your Teaching Certificate by selecting Print in the lower right corner. After selecting the Print button, a box will pop up and you will want to select Open.
Once you have opened the teaching certificate, you may save it as a PDF (recommended) by going to File -> Save As -> PDF. You may also print your certificate to include a copy with your other teaching credentials.
CERTIFICATION APPLICATION CODE NUMBERS

Instructional I - Type Code 61 (first certificate)

Intern – Type Code 51

Area Codes:
Art - 1405
Biology - 8405
Chemistry – 8420
Citizenship Education - 8825
Early Childhood – 2840 (Invalid after 8/31/13)
Earth Science - 8440
Elementary – 2810 (Invalid after 8/31/13)
English - 3230
French - 4410
German - 4420
Grades 4-8 (All Areas) - 3100
Grades PreK-4 - 2825
Mathematics - 6800
Music - 7205
Physics - 8470
Reading Specialist - 7650
Social Studies - 8875
Spanish – 4490
Special Education (N-12) – 9225 (Invalid after 8/31/13)
Special Education (PreK-8) – 9226
Special Education (7 – 12) – 9227
Technology Education - 6075

Educational Specialist - Type Code 31

Area Codes:
Elementary School Counselor - 1836
School Nurse - 1890
School Psychologist - 1875
Secondary School Counselor - 1837

Supervisory - Type Code 76

Area Codes:
Art - 1415
Communication (English) – 3215
Curriculum & Instruction - 2915
Early Childhood - 2827
Elementary - 2815
Foreign Languages - 4415
Industrial Arts/Technology Education - 5915
Mathematics - 6815
Music - 7215
Reading – 7615
School Guidance Services - 1815
School Health Services - 1891
School Psychological Services - 1877
Science - 8415
Social Studies - 8815
Special Education – 9215

Administrative – Type Code 78

Area Codes:
Principal K-12 – 1115