



pennsylvania

DEPARTMENT OF EDUCATION

We encourage all Pennsylvania educators to carefully review the information provided below. Your professional career is dependent upon maintaining current and accurate records of your certificates and personal information.

CERTIFICATION

Everything you need as an educator is on the [Certification homepage](#). One important resource found on the homepage is the **Teacher Information Management System, TIMS**. [TIMS](#) is a one-stop shop for individuals and includes how to:

- Apply for PA educator certification
 - Initial certificate
 - Emergency Permits
 - Level I to Level II
 - Instructional Add-Ons
 - And more!
- View and update personal information, such as:
 - Name changes
 - Address changes
 - Email changes
 - Phone number
 - And more!
- Print a copy of your PA educator certificate(s)
- And perform additional functions as a current educator.

New users should start by creating a username and password as a personal user in [TIMS](#). Also included are [User Guides](#) with step-by-step instructions for logging in and common functions in TIMS.

To obtain your teaching certificate, you must complete the testing associated with your program. Review the [Certification Testing page](#) and the [Certification Testing Video](#) for information related to any necessary testing information.

Next Apply in [TIMS](#) for your certificate if you have not already done so. We recommend watching the [Applying in TIMS video](#) for step-by-step instructions after creating your account.

KEEPING YOUR RECORDS UP TO DATE

It is your responsibility as an educator to maintain current contact information in [TIMS](#). The Pennsylvania Department of Education sends 4- and 5- year notices, if applicable, to the **address** and **email address** on file for individual educators when the Act 48 or Act 45/PIL requirements have not been met. We can only send this important information if those addresses are kept up to date in [TIMS](#).

Guides on how to change demographic and profile information can be found on the [TIMS Help/User Guides](#) website:

[View & Update My Profile](#)
[Profile Change Application](#)

MAINTAINING YOUR CERTIFICATE

Educators must maintain both Active and Valid certification to be employed in Pennsylvania public schools.

The **Professional Education Record Management System**, [PERMS](#), houses Act 48 and Act 45/PIL continuing education records and time periods. The Act 48 [Frequently Asked Questions](#) page contains additional details regarding requirements, accepted credits, and how to submit documentation to remain **ACTIVE**.

Teacher Certification's [Level I to Level II webpage](#) contains information on all requirements needed to convert your Level I certification. This includes guidelines for the 24 credits, 3 years of service, satisfactory evaluations, and PDE-approved induction programs to ensure your certificate remains **VALID**.

Carefully review the [Active vs. Valid](#) chart to understand the difference between these two important factors affecting your career as an educator:

ACTIVE	VALID
<p data-bbox="240 331 771 401">Handled by Act 48 Continuing Education Office</p> <ul data-bbox="256 449 803 638" style="list-style-type: none"> • Every 5 calendar years from date the initial certificate was issued regardless of PA employment status • 6 collegiate credits or 180 hours of professional development <p data-bbox="227 680 787 751"><i>You can check your specific Act 48 date and requirements on the PERMS website</i></p> <ul data-bbox="256 800 787 1037" style="list-style-type: none"> ✓ Accepted credits: 2- or 4-year colleges, Intermediate Unit credits or in-service hours from approved providers ✓ Notice sent at 4- and 5-year marks if requirement is still pending <p data-bbox="256 1171 755 1247">If not completed, certificate becomes INACTIVE</p>	<p data-bbox="857 331 1404 365">Handled by Certification Services (BSLTQ)</p> <ul data-bbox="878 449 1421 596" style="list-style-type: none"> • The Level I is valid for 6 service years in a PA public school. If not working in a PA school setting, your 6 year “clock” is not running <p data-bbox="837 642 1421 789"><i>It is the responsibility of the educator to keep track of years of employment. Employment is not tracked by PDE and no notice is sent out documenting years of service</i></p> <p data-bbox="878 835 1412 947">Must apply and complete the following for Level II Permanent Certificate prior to the completion of 6 service years:</p> <ul data-bbox="927 993 1412 1146" style="list-style-type: none"> ✓ 24 credits earned after initial bachelor’s degree ✓ 3 years of satisfactory PA service ✓ PDE-Approved Induction Program <p data-bbox="878 1171 1380 1247">If not completed, certificate becomes LAPSED</p>

PDE CONTACT INFORMATION

If you have any questions concerning certification, contact the Certification Division. If you have questions concerning Act 48, contact the Division of Planning and Professional Development, at the following emails:

Certification Division: RA-EDCERTQUESTIONS@PA.GOV
 Division of Planning and Professional Development: RA-EDACT48@PA.GOV