TIMS - How to Apply for a Level I Teaching Certificate for PA Graduates
November 15, 2012
Barb Seifert, Division Chief
Certification Services
Nancy Cheris, Supervisor
Certification Services

Slide 2
TIMS Application – Instructional I
What is TIMS?
The Teacher Information Management System (TIMS) is streamlined system for submitting, processing and approving teacher certifications.
• Facilitates processing and collecting professional educator data, including certifications, designations, disciplinary actions and highly qualified teacher qualifications.
• Serves as a link between an educator’s employment data and certification record.
• Provides a two-way line of communication between PDE and applicants, educators, local educational agencies (LEAs), institutions of higher education (IHE) and other Educator Preparation Programs.

Slide 3
TIMS Application – Instructional I
Abbreviations Used in TIMS
• Dashboard – your TIMS home page
• Education Preparation Program (EPP) – the coursework you completed at a college, university or other provider that provided the training needed for this certification.
• Institution of Higher Education (IHE) – college or university where you completed the preparation program required for certification.
• Local Education Agency (LEA) – your current or past employer, such as a school district, charter school, private school, vocational AITSC/CTC school or intermediate unit.
• Pennsylvania Department of Education (PDE)
• Teacher Information Management System (TIMS)
TIMS Application – Instructional I

Instructional I Application Process for Graduates of PA Approved Programs

1. Establish a Pennsylvania Department of Education (PDE) "portal" login
2. Wait until your registration is confirmed, which may take up to 24 hours
3. Complete Teacher Information Management System (TIMS) Profile
4. Select Credential Type and Subject Areas to be Requested
5. Background Questions
6. Demographic Information
7. Education Information
8. Certification Information
9. Application Requirements, Proof Documents & Fees/Payments
10. Application Summary

Establish PDE Portal Login

This is a ONE-TIME process.
If you already have a login, please skip to slide 8

1. Navigate to www.education.state.pa.us
2. Click on the Register link

One-Time Registration Process

Complete the registration form.
- Information with a red * must be supplied.
- Use a permanent personal email address (not one issued by an employer or a college/university).
- Record the email address used.
- Record your User ID - It should NOT have spaces - It is NOT case sensitive
- Record your Password - It IS case sensitive - It must have at least one:
  - Capital letter;
  - Lower case letter;
  - Number; and
  - Visible symbol
- It should NOT have spaces
- Create a very easy security question with an answer you will remember
After successfully completing and submitting the registration form, you must wait for the registration confirmation email before you may log into TIMS for the first time. It may take up to 24 hours to receive the confirmation.

Start at the PDE Portal
Log into the PDE portal using the information entered and recorded in the registration process:
1. Log onto www.education.state.pa.us
2. Click on the Log In link.

Log Into the PDE Portal
Use the information entered and recorded in the registration process:
1. Enter the User Id created during the registration process in the Username area.
2. Carefully enter the Password remembering that it is case sensitive.

Three Strikes and You’re Out:
- If you fail to log in within three attempts you will need to re-register.
- Use the Forgot Password button after the second attempt. You will receive two emails:
  - The first will contain your User Id.
  - The second will have a new password.
- Use the User Id and new password to log in.
Navigate to the Teachers Page

Now that you are logged into the PDE portal:

• Click on the Teachers Picture

• Click on the Teachers and Teacher Certifications link

Navigate to the TIMS Page

Click on the TIMS logo

Access the TIMS Page

Click on the Access TIMS link.

Note: The TIMS Page is also available at www.PA-TIMS.com
Access TIMS, Continued

Click on the Access the TIMS application by clicking here link.
Caution: You must be logged into the PDE portal to see this link.

Establish Your TIMS Profile: ONE-TIME Process

- **This is a ONE-TIME process.**
  (Returning users may skip to slide 16.)
- Please proceed slowly and carefully on this page.
- Read both notes before entering information
- Note your PPID in the pop-up box that appears after clicking on the Continue button. **Write down 7-digit number for future reference.**

Profile Problems

- If you cannot create your profile call 717 728-3224 for assistance
  - Social Security Number
  - Date of Birth
- Citizenship – change may be required as soon as you enter

Social Security Number (SSN) issues may require a copy of your SSN card to resolve. When the SSN does not match records on file, a second PPID is created and your records are not associated properly. It is imperative that you work with PDE staff to resolve any SSN issues.

You will not be able to establish a TIMS profile and get to your dashboard if the birth date on file is different from that entered in the profile screen. This is usually resolved over the phone.
Citizenship – make sure your citizenship is correctly reported in your profile. It may be different from what you entered on the previous screen. If your profile is incorrect, file a no-fee profile change application for citizenship. US born citizens do not have to submit any proof items with the application. Naturalized citizens and visa holders will be asked to upload or mail copies of their documentation. Permanent resident visa (“green card”) holders should download a copy of the declaration of intent to immigrate form and submit a copy to PDE if it is not on file in TIMS.

Your PA Professional ID is used in lieu of a social security number to track your continuing education, certification and education work experience. You may give this number to prospective and active employers. You may look up your PPID by clicking on the “View & Update My Profile” button located in the upper right corner of the TIMS dashboard. The PPID is in the upper left corner of the profile.

If there is a discrepancy between the citizenship selected on the previous screen and existing records, there will be a second paragraph in the message box advising you to complete the citizenship change. **You should check the citizenship status in your profile even if you do not get a citizenship message.**
Welcome to the TIMS “Dashboard” (Home Page)

- Click on “View & Update My Profile” to update your personal information.
- Grayed out fields, such as your name, social security number and citizenship, may be changed using the “Profile Change Application” button or links on the Update Profile page.

---

Your profile may be updated as needed. Please keep your contact information, especially the e-mail address, up to date so that you do not miss important correspondence from PDE.

---

The Instructional I certification in Pennsylvania is often called the “teaching license” by education students. It is a provisional certificate valid for six years of service – not six calendar years. Once obtained, you must keep the certificate active by meeting Act 48 continuing education requirements. More information is available on the www.education.state.pa.us website.
Certificates and not mailed – everything is online. If your certificate is inactive, you may print a copy of the profile in place of the “unofficial” certificate. Prospective employers worldwide may use the public website – http://www.TeacherCertification.pa.gov to check on the validity and status of your credential(s).
Select all subject(s) included in your program. If your college will not recommend you for the subject it may not be included. “Add-on” subjects (added by passing the subject content test) require a separate application which may not be started until you hold at least one PA certification. Many, but not all, subjects may be added to an existing certificate.

Are you applying to add an additional subject area to an existing Instructional I Credential through testing alone? **NO** – this question is used for “Add-ons”. **This question does not appear for all subject areas.**

Will a PDE-approved teacher education or other certification program in Pennsylvania verify that you meet requirements for the certification for which you are applying? **YES** you completed or will complete a teacher preparation program this month at a college or other provider that is approved by the Pennsylvania
Department of Education (PDE). If you graduated more than seven years ago, you must have your institution’s assurance that they will recommend you before you may answer yes to this question.

If your answer is Yes additional documentation must be submitted with your application. Click on the “If yes, click here for additional instructions” link, read the information and note what documents are required for that question. The documentation will also be listed on your cover sheet. Failure to include every item will delay the evaluation of your application.

Use a permanent, personal email address; not a college or work email address.
Slide 28

- Click on the Add New Button
- Use the SEARCH to select your institution

Slide 29

1. If you are completing your bachelor’s degree and program at the same time, you will only enter one education record.
2. If you started a program at one college, and finished it elsewhere, please enter the institution where you finished your program – they are the college that will recommend you.
3. If you earned a bachelor’s degree and then completed a post-baccalaureate or graduate program, enter your bachelor’s degree information first, then add a second record with the program information.
4. If you completed a different program with your bachelor’s degree, DO NOT enter that program information. Only enter the program that relates to the subject area(s) on the current application.

There are thousands of institutions and every PDE approved provider is on the list so please search thoroughly. The “Institution is not in the list above” box should not be used for PA approved providers – call for help.
TIMS Application – Instructional I

Complete the Education Details: Select the Contact Official

- Use the dropdown

TIMS Application – Instructional I

Complete the Education Details: Enter Degree Information

- Keep the Education Tips on screen 29 handy – this section is crucial.

TIMS Application – Instructional I

Enter Bachelors Date, GPA and Subject Area

- Did you receive any Degree while at this institution? – YES (you must include your Bachelors degree)
- Complete the degree information.
  - Don’t guess, use your final GPA reported by the college on an official transcript even if you have to stop and wait until the GPA is available
  - Do not round – a 3.999999 is a 3.99 GPA
- Add the Major Subject Area using the link provided.
Search and Select Major Subject Area

- Select Major Subject Area or CIP Code
- Enter subject area key word or phrase
- Select the subject area closest to your major – a perfect match is not required

Keep the Education Tips on screen 29 handy – this section is crucial.
The next screen shows how to enter your program(s) related to this application.

Note: you cannot complete this screen until your program completion month. If you will complete the program in December, you may start your application on December 1st, but hold the application until you have your final, official program and/or degree GPA.
Example 1: Undergraduate Prep Program with Dual Majors

Example 2: Post-baccalaureate Preparation Program

Note: The elementary preparation program is NOT added with the bachelor degree information as it does not relate to this application.

Tips:
- Once saved, the Education Preparation program cannot be edited. Delete the record and add a new record to make changes.
- You cannot future date preparation programs. The completion date must be in the current month or in the past.
- If any area appears to be malfunctioning, go home and re-enter the incomplete application. This may occur if dates are incorrectly entered.
This screen displays prior certifications.

- For undergraduates, it is usually blank as shown.
- Please contact the certification help desk (717) PA-TEACH if you hold other PA certificates and this screen is blank. There may be a PPID/SSN issue.
- If you hold out-of-state certificates you may enter the credentials. This is not required for in-state candidates.

Check the requirements before submitting your application.
TIMS Application – Instructional I

Proof Item Details: What Must Be Submitted With the Application

Documents on File

- Documents are retained in TIMS for the current and future applications.
- Documents submitted prior to TIMS may be requested again so that they are stored digitally (instead of microfiche).

Upload Option

- Some items, such as the health certificate, may be uploaded or mailed.
- Most forms are available on the [www.education.state.pa.us](http://www.education.state.pa.us) Teachers and Teacher Certification website.
- The coversheet includes instructions and forms which may be mailed if you do not upload.

Current Procedures (which may change in the near future):

- Multiple pages must be in a single document.
- You cannot upload a document using the same link more than once.
- You cannot upload after the application is submitted.
The final Proof Item section lists the items which must be sent to PDE before the application may be reviewed.

- Tests that have paper and computerized versions will be itemized – only one is required. Tests must be sent to PDE directly from the test vendor.
- The cover sheet, available after you submit the application, will list outstanding items and change

Use the numbered tabs at the top of the screen to edit any prior section of the application.

Click on the HOME link to return to the dashboard if you are not ready to submit the application.
Two ways to pay:
- Money Order
- Credit Card (Visa or MasterCard)

Payment Processing and Application/Request Submission

Click on the HOME link in the blue header area to return to the dashboard if you are not ready to submit the application.

The coversheet is also available on the dashboard.
Post Submission: Applications in Progress

- Print Coversheet
- Monitor Application Status
- Complete or Delete Incomplete Applications (View/Delete Applications button)
- Respond to Messages regarding the application.

Post-Submission: TIMS Dashboard

Respond to Messages regarding the application.
- Print Coversheet
- Monitor Application Status
- Complete or Delete Incomplete Applications (View/Delete Applications button)
TIMS Dashboard Application Status Information

Approved – This status will NOT display as an application, but the corresponding credential that was approved will appear under “Credentials” issued. Unofficial copies of the credential may be printed from the applicant’s TIMS dashboard. The TIMS record is considered the “official” record of certification. If a credential is “inactive” or “lapsed” it will NOT be available for printing.

Awaiting Evaluation – The application is waiting to be assigned to an evaluator. Applications are assigned based on the date the application becomes ready to review with all required documentation present in the application. Please check the Application Processing Status on the Teachers and Teacher Certification website, Application Processing Status to determine the approximate time required to reach the next step, “Review in Progress”.

Closed, Denied or Withdrawn – Applications are considered “closed” after one year and will NOT appear on the website. If an application has been
in a pending status, the applicant will be notified by email that the application will be closed and a new application and fee will be required to apply for certification. Denied or withdrawn applications also will NOT be displayed on the website.

**Documentation Received** – Requested information arrived, was scanned, and will be reviewed by the evaluator.

**Incomplete** – The applicant must complete and submit the application. No action can be taken by the Department until the applicant completes and submits the application for processing.

**Pending Additional Docs or Scanning** – The evaluator requires additional information to make a decision. Check your email for details. If you sent the information, allow time for scanning. Once information is received and scanned the status of the application will change to “Documentation Received”. Refer to Pending Documentation or Scanning below for additional information.

**Pending Additional Documentation** - The evaluator requires additional information or a response from the applicant to make a decision. Check your email and TIMS dashboard for details.

**Pending Documentation or Scanning** – Proof documents, such as a health certificate or transcript, are needed or were submitted but not yet scanned. Missing items are listed on the cover sheet available on the TIMS dashboard. If all items were mailed, allow at two weeks for scanning from October through May; up to six weeks from June through September.

**Pending Payment** – Payment in the
form of a money order must be sent with a cover sheet from the application awaiting payment available on the TIMS dashboard. Personal checks are not accepted.

**Pending Test Score** – One or more required test scores must be submitted directly by the test provider to the Pennsylvania Department of Education. Applicants may view their test scores on file from the TIMS dashboard. If you identified Pennsylvania as a score recipient and sufficient time has elapsed for the score to be sent from the testing company to PDE, please contact PDE at 717-PaTeach (717-728-3224) and provide the necessary information.

**Received** – The application and proof documents are received and scanned. A final check is required before the status changes to “Awaiting Evaluation.” If this status does not update after a short period of time, please contact PDE by calling 717-PaTeach (717-728-3224).

**Returned to Applicant by IHE/LEA** - The applicant should review the application to correct the education, work experience or both sections. Clarification instructions are usually sent via email and/or TIMS message when the application is returned.

**Review in Progress** – An evaluator is reviewing the application. The length of time the application is under review is unpredictable as there are many variables. The evaluator will contact the applicant by email or through the TIMS messaging system on the TIMS dashboard if additional information is required. Approved certificates are not mailed; the applicant may view and print an unofficial copy of the credential from the TIMS dashboard.
Under Appeal – The applicant has requested that the decision be re-evaluated.

Waiting for Educ or Work Exp Verification – Education is verified by the institution where a teacher or educator preparation program was completed. Work experience is verified by present or former employers. The verification must be completed online by Pennsylvania entities that are provisioned users (colleges, universities, public school districts) in the TIMS system (paper forms are not accepted).

Forms are included with the cover sheet when electronic verification is not possible. The applicant must mail the completed form with the cover sheet to PDE. Education or work experience from non-Pennsylvania or non-provisioned Pennsylvania entities must be completed using appropriate form (Links have been provided for forms available on the web):

- **PDE 338 A “Out of State/University Verification Form for Out-of-State graduates”** for verification of completion of an approved teacher or educator preparation program.
- **PDE 338 V “Verification of Experience Form”** for verification of work experience from non-provisioned or non-Pennsylvania entities.
- **PDE 338 VB “Verification of Business Work Experience”** for verification of business work experience when applying for a Vocational credential, Superintendent’s Commission or Commission Qualification.
Letter.

PDE 338 P “Application for Level II Certificate” for verification of successful work experience, induction program completion, and performance evaluations.

Only education or work experience RELEVANT to the credential being requested should be submitted.

Certificates are not mailed. An unofficial copy may be printed if your certificate is valid and active (Act 48/Act 45 up to date). Prospective employers should check certification using the public website (http://www.TeacherCertification.pa.gov) or TIMS.
QUESTIONS?

Applicant Question and Answer Sessions via Webinar:
- www.PDEwebinars.org
- Search on TIMS

For more information on the (the topic of the presentation) please visit PDE's website at www.education.state.pa.us

The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.