

TIMS Process for all COE Pennsylvania Certification Programs

TIMS is the PDE online application system for all Pennsylvania state educator certifications. Everyone who completes a PA approved certification program is encouraged to apply for a license.

The steps are:

1. Student completes their approved program. The student applies through TIMS after waiting for the final GPA to be posted.
2. The application appears on Lehigh's "dashboard". Lisa Collins is the COE's administrator of the system.
3. Lisa notifies the program coordinator of the applicant's name and the license they are applying for.
4. The coordinator pulls the student file, verifies the student's advisor, prints the complete transcript from Banner, completes the name and GPA on the checklist and forwards the entire file to the advisor.
5. The advisor reviews the file and signs the checklist if appropriate. He/she returns the file to the coordinator. *The Program Director can also sign this form if needed. *
6. The coordinator sends the completed checklist to Lisa Collins for completion in the TIMS system.
7. Lisa completes the review, sends a PDF copy of the signed checklist to the coordinator.
8. Lisa notifies the applicant that their file has been reviewed. She also adds any other steps that may be necessary. For example, all administrative candidates must have their work history approved by their current/previous employers.
9. To the coordinator, if a student does not wish to complete the PA certification process, please be sure to save all documentation (emails, letters, etc.) that you have sent and received to the student file. Students may be able to apply up to five (5) years after completing a PDE approved program. If PDE changes a program design at any time, students are not able to apply even if they completed the previously approved program at Lehigh.