

California University of PA
College of Education and Human Services
Procedure for Teacher/Administrative/Professional Certification

The PA Department of Education (PDE) recently began an electronic application process for teacher/administrative/educational certification. In order to apply for your Pennsylvania Teaching/Administrative/Educational Certificate you must create a user account and an electronic application in the Teacher Information Management System (TIMS). Please read this information very carefully in its entirety. Please also note that this is information to clarify the certification process. This process is not affiliated in any way with California University of PA. Use the instructions provided in this document and PDE in the link below.

Part I: Before You Begin:

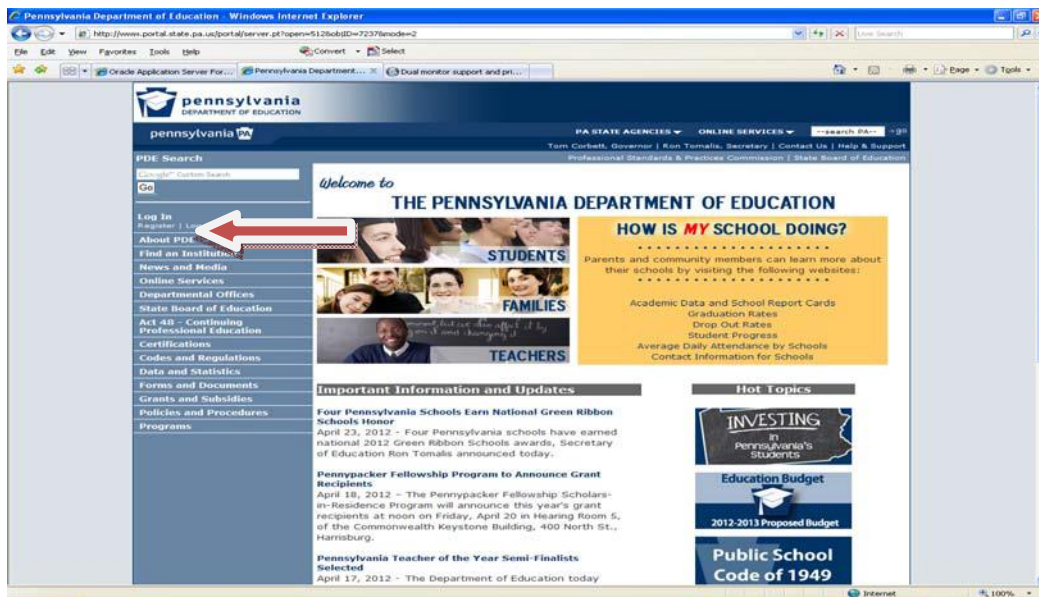
1. Successfully complete a Teacher Education/Administrative/Professional Program (graduate, undergraduate or post-baccalaureate) with a degree-in hand or a transcript that is endorsed by your program advisors.
2. Take and pass the PA State required Exam(s) for your specific program. You **MUST** list PA Department of Education and Cal U as a recipient for all Exam scores. PDE will no longer accept copies of the scores from the student or the University.
3. Have your final GPA in hand. You can view this on your unofficial transcript that includes your cumulative or final GPA. **Do not submit your application before final grades have been posted.** View your unofficial transcript by logging into VIP on the Cal U Website or request an official transcript from Academic Records.
Graduate Students: If your undergraduate information does not show in TIMS, you must add it so you will need your undergraduate GPA and graduation date too. **PLEASE NOTE:** Answer “NO” to the preparation program questions for your undergraduate information even if your undergraduate degree was a prep program. The application will assume you are applying for that certification and you do not want that to happen. When you add your graduate information is when you answer “YES” that you completed a teacher education preparation program.
4. Know your area(s) of certification for which you are applying. You can choose more than one area of certification. Choose the first area, and complete all of the fields, then add new to add the second one. You cannot add a new certification area and apply for Level II certification at the same time. You must do a Level II certification as a separate application and a separate fee.
5. Have the User Guide instructions open and available in another window as you complete the application for each section of the application process at the link below)
<http://www.education.state.pa.us/portal/server.pt/community/TIMS/20476/page/1039597>
6. Keep in mind that this application process is for the certification preparation program you just completed. Answer all questions with this preparation program in mind.
7. If there is a “save” button on a screen, you must hit save before moving forward or your information will be lost.
8. Not EVERY screen shot is included in these instructions, but most are included.

Part II: Create Your User Account

To Register for a Teacher Information Management System (TIMS) User Account:

Go to <http://www.portal.state.pa.us/portal/server.pt?open=514&objID=506890&mode=2>

In the upper left-hand corner under Log In, choose “Register.” Complete the registration form.



- For User ID – you pick your user ID
- For Password – you pick your password. Password must be 8-32 characters and have one upper case, one lowercase, one number, and one special character (above numbers on keyboard)
- For Log-in Question: You create your own question and answer.
- Once all fields are completed click continue/submit.
- On the next screen, click continue, then log out

Log-in Help Tips:

http://www.portal.state.pa.us/portal/server.pt/community/departement_information/7203/help/1044073

Frequently Asked Questions:

http://www.portal.state.pa.us/portal/server.pt/community/departement_information/7203/frequently_asked_questions/510958

Part III: Assign California University of PA as an affiliation. Complete this part 24 hours after you create your user account:

The first time you log in after creating your account, you will see this screen. You must complete all fields. WRITE DOWN and SAVE YOUR PPID NUMBER!

The screenshot shows a web browser window with the URL <https://www.tims.state.pa.us/Common/xf/intermediatePage.aspx>. The page header includes the Pennsylvania Department of Education logo and the text 'TIMS'. Below the header, the title is 'Establish Teacher Information Management System (TIMS) Profile'. The main content area contains the following text: 'This one time registration process requires the following information to be provided: 1. If you hold a PA certificate, enter the information that was provided at the time of issuance of your latest PA certificate. 2. If you do not hold a PA certificate, enter your SSN, Date of Birth, and Current Official Name as it appears on legal documents.' Below this text are five input fields: 'SSN:', 'Date of Birth (MM/DD/YYYY):', 'Official First Name:', 'Last Name:', and 'Middle Initial:'. A red arrow points to the SSN field. At the bottom of the form is a 'Continue >>' button. Below the form is a footer with links for 'Privacy Policy', 'Security Policy', 'Home', 'Employment Opportunities', 'Contact Us', and 'FAQ'. The footer also contains a note about browser compatibility and copyright information: 'Copyright © 2011 Commonwealth of Pennsylvania. All rights reserved.'

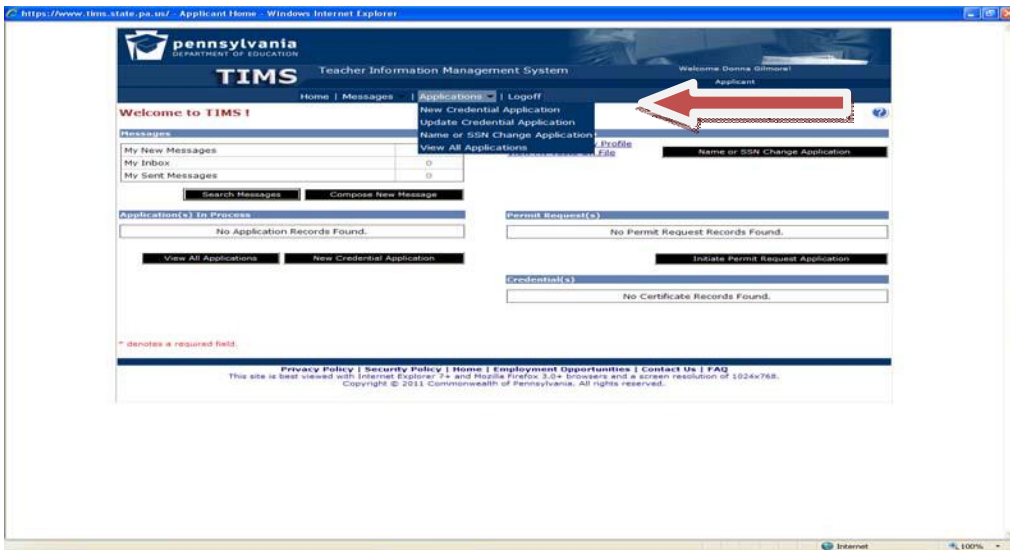
Log in to TIMS using this route:

- Log in to your TIMS user account at this link following these instructions:
<http://www.portal.state.pa.us/portal/server.pt/community/TIMS/20476/page/1033139>
 1. Click Log In (screenshot above) and enter your Username and Password
 2. Choose the photo “TEACHERS” in the center of the screen.
 3. Choose the blue TIMS logo in center of the screen.
 4. Choose “Access TIMS” in the blue navigation bar under “Teacher Information Management System TIMS”
 5. Access the TIMS Dashboard by clicking “**here**” under **Log In Status** toward the bottom of screen.
 6. When you reach the dashboard after logging in, choose **Update/View my Profile**

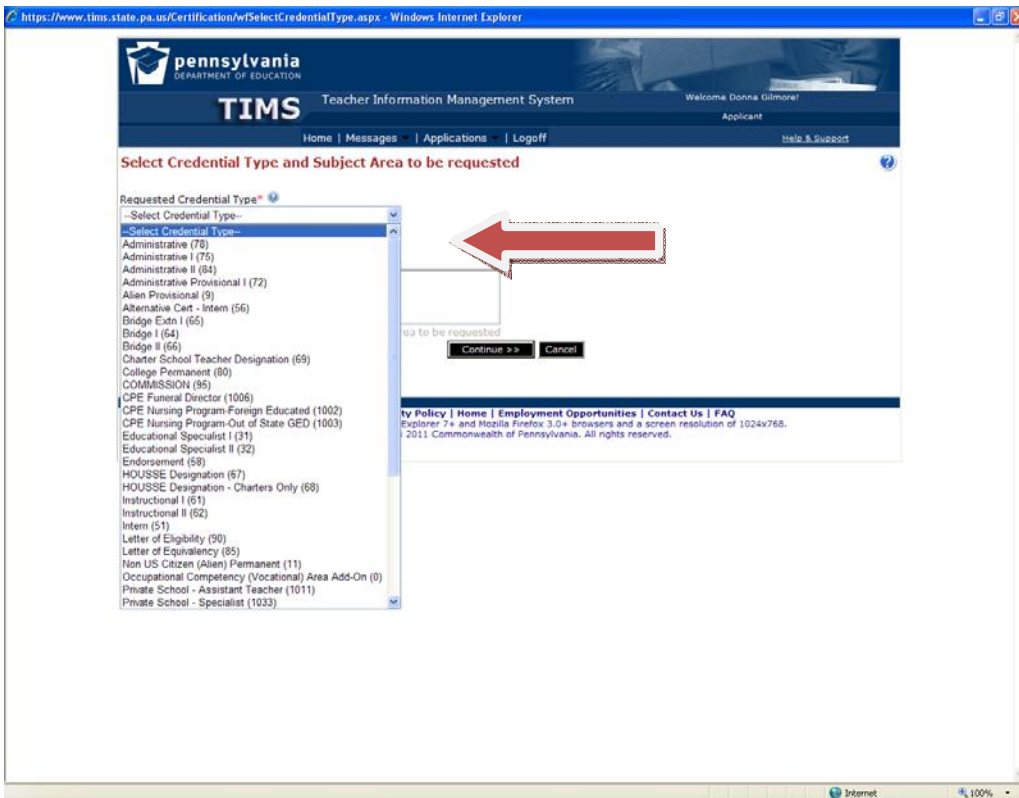
Part IV: (Complete this part after final grades are submitted the semester you graduate/finish.)

Create your teacher/administrative/educational certification application. The application process is cumbersome so be patient and read carefully:

- Log in to your TIMS user account at this link following these instructions:
<http://www.portal.state.pa.us/portal/server.pt/community/TIMS/20476/page/1033139>
 - a. Log in by choosing “**Log In**” on right upper side of screen. Enter your username and password.
 - b. Click the “Teacher” link picture in center of page.
 - c. Click the Blue TIMS logo in lower center of page.
 - d. Click Access TIMS in right side of navigation bar underneath large TIMS word
 - e. Click Access the TIMS application by clicking “**here**” under **Log In Status** toward the middle of screen.
 - f. On the Dashboard choose “**Applications**” dropdown in the navigation bar then choose “**New Credential Application**” See below for screenshot.

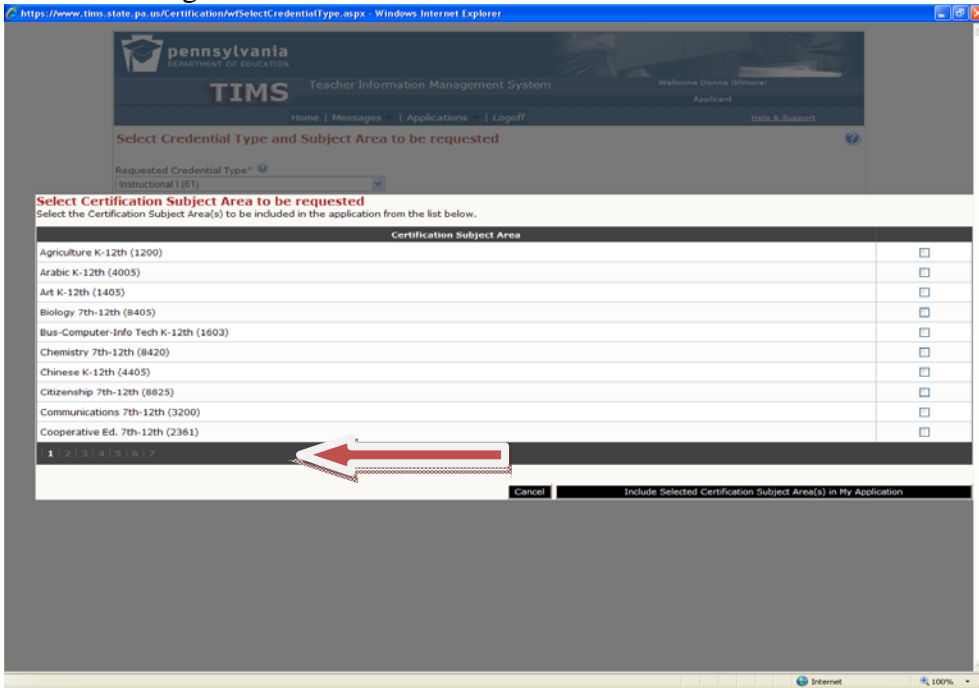


g. Select Credential Type using dropdown. Scroll if necessary.

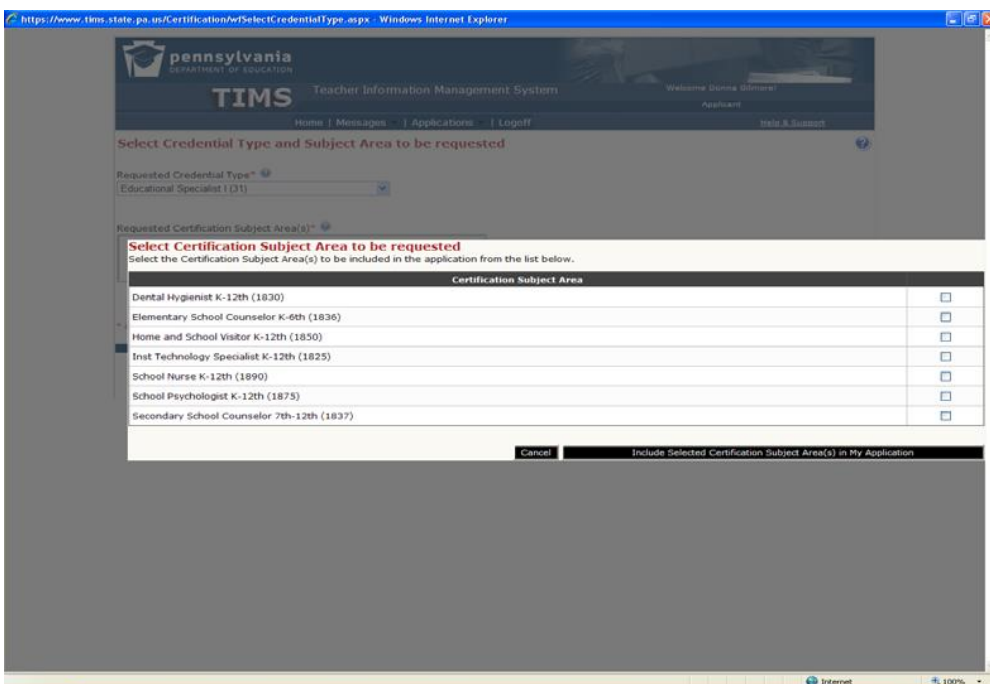


- h. Your Requested Credential Type is one of the following. You must choose one of these options:
- i. Instructional I-61 (any K-12 **TEACHING** certificate)
 - ii. Educational Specialist I-31(School Psychologist or Guidance).
 - iii. Administrative I-75 (Principal)
 - iv. Letter of Eligibility-90 (SLE)
- i. Choose **“Click here to select certification subject area to be requested”**
- j. Based on your choice in “h.” above, your next option will be different for each credential type. See screenshots below.

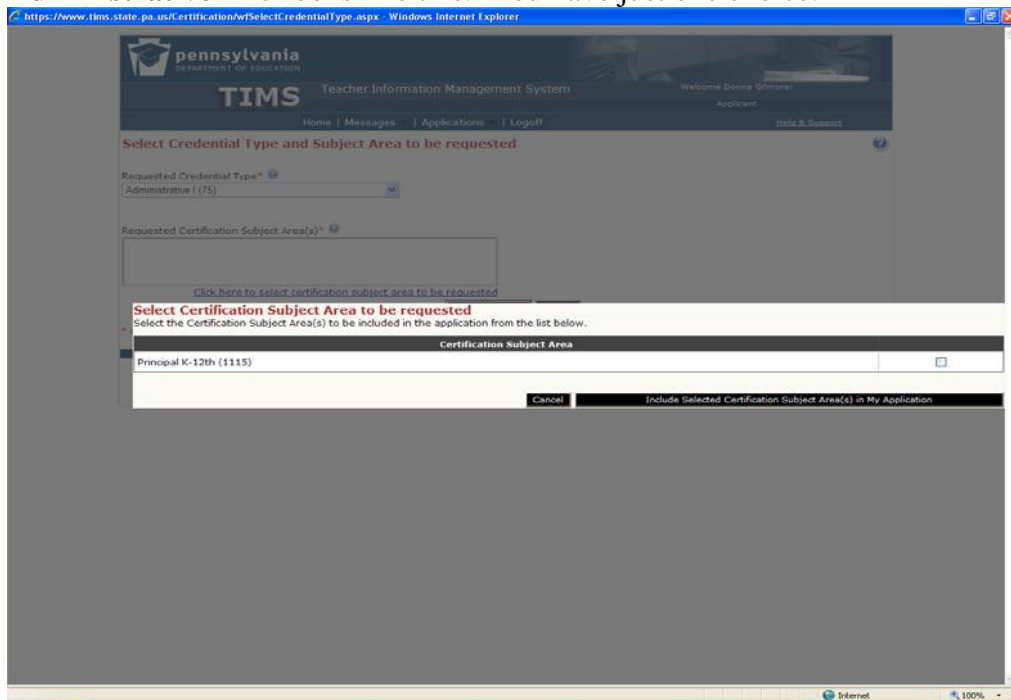
Instruction I-61 looks like this. Notice the page numbers to view more certification areas. Also, if you are applying for more than one area at this time, i.e. Elementary/Special, hold the Control Key on your keyboard while choosing both areas.



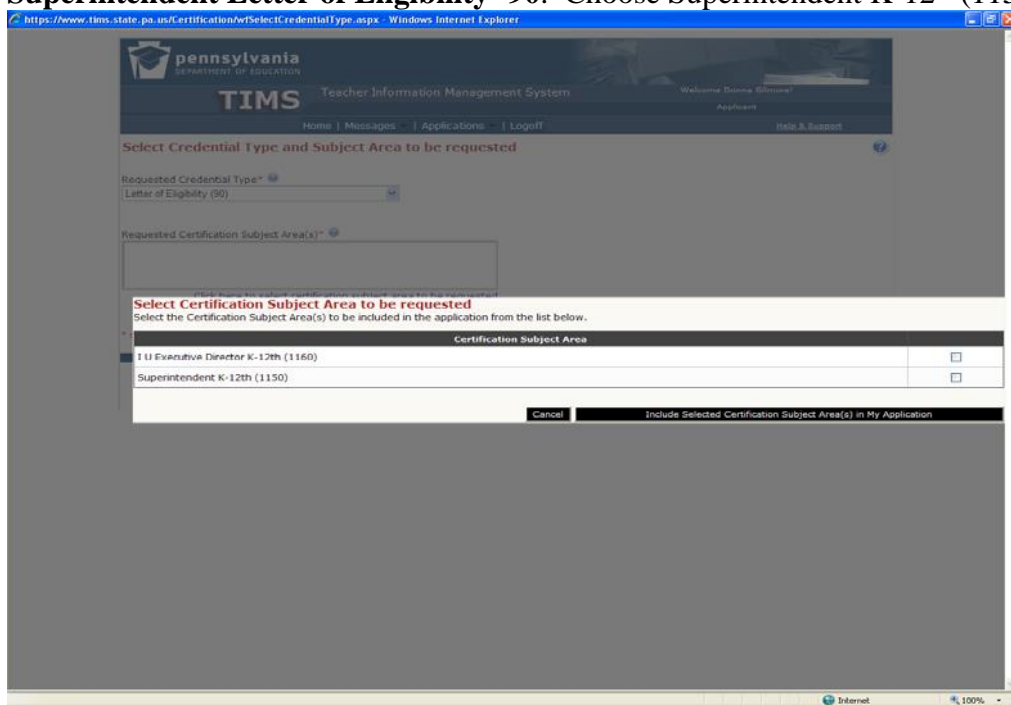
Educational Specialist I-31 looks like this. Choose your certification area. If both Elementary and Secondary School Counselor, hold the Control Key on your keyboard while choosing both areas.



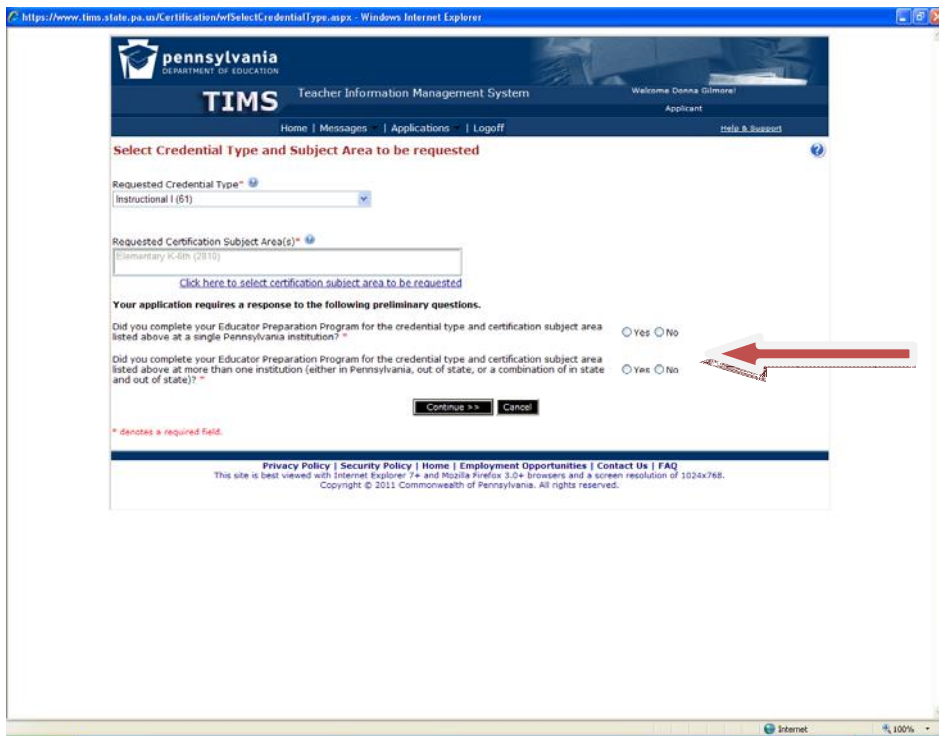
Administrative I-75 looks like this. You have just one choice.



Superintendent Letter of Eligibility -90. Choose Superintendent K-12th (1150)



- k. If you make a mistake, Choose “**Cancel**” and begin again. If you have chosen the correct area(s) choose “**Include Selected Certification Subject Area(s) in My Application.**”
- l. Answer the preliminary questions (shown below) Note: If your certification area(s) is not correct or you thought you choose two areas and they both don’t show here, click “**Click here to select certification subject area to be requested**” and choose again.



The questions have been updated since these instructions were prepared. They may appear slightly different and some have been eliminated altogether. **NEW: You are required to show an undergraduate degree if you are in a master's program.** Enter the undergraduate degree first. PLEASE NOTE: Answer the degree question "yes" but answer the prep program questions "no" even if it was a prep program. You would already hold that certification. You are not reapplying for that now.

Questions:

Did you complete your Educator Preparation Program for the credential type and certification subject area listed above at a single Pennsylvania Institution? **YES**

Did you complete your Educator Preparation Program for the credential type and certification subject area listed above at more than one institution (either in Pennsylvania, out-of-state, or a combination of in state and out of state)? **NO**

Did you complete your Teacher or Administrator Preparation Program more than 7 years ago? **NO**

m. Click continue

Are you sure you want to proceed with this application? **YES**

- n. **Answer ALL background questions carefully**
- o. **Complete the Affidavit at the bottom of this page**
- p. Click continue

Please review the instructions and the required documentation listed under the help icon ? at the top of the page. An incorrect answer in this section may significantly delay the processing of your application. "Please click OK to continue with this application or Cancel to review the instructions." Click **OK**

q. Step I: Demographic Information:

- ✓ Make sure all information is correct.
- ✓ Choose your Gender and complete your address.
- ✓ Put in your mailing address if different from Resident Address or click box.
- ✓ Enter an email address
- ✓ Enter telephone number(s) (not required but strongly recommended)
- ✓ Citizenship status (Non-US students choose Green Card please)
- ✓ If granted a credential, I give my permission to provide demographic information to prospective employers for the purpose of employment. **YES, if you want to be visible to potential employers!**

- r. Click **“Next”**

NOTE: See the page numbers and summary under Application Status. If you need to move around, use these page numbers. The next button will take you in order, but if you need to go back use these or the back button only!

This is where the application may vary for each certification area. For purposes of these instructions, the certification area is Instruction I-61. So after this point, your questions may look differently if you are one of the other areas. (I’m sorry, but I cannot view more than one application.)

Step 2 Educational Information

There is no education information on file for this applicant. Click the Add New button below to add education.

- s. Click **“Add New”**
- t. Under Institution Name **“Click here to Search”** Search **“California University of PA”**
- u. Choose **“Select”**
- v. Select Contact Official Name. It will be Kevin A. Koury. The rest of the fields will then complete.
- w. **Answer the Educator Preparation Program AND Authorization Questions!**

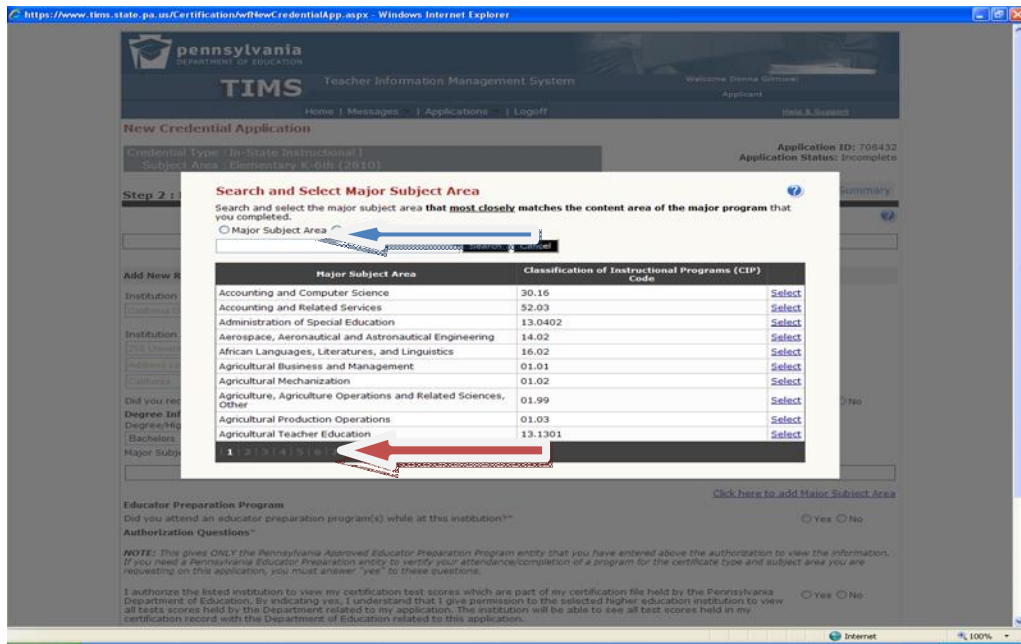
Questions:

Did you receive any Degree/High School Diploma/GED while at this institution? Anyone who graduated and received a degree should answer **YES**. If you were in a Post Baccalaureate or Certification-Only Program answer **NO**.

If **YES to degree** you must know your degree type conferred, i.e. Bachelors, Masters – Date Conferred (month year) and GPA

- x. **Click here to add Major Subject Area** See Screenshot below.

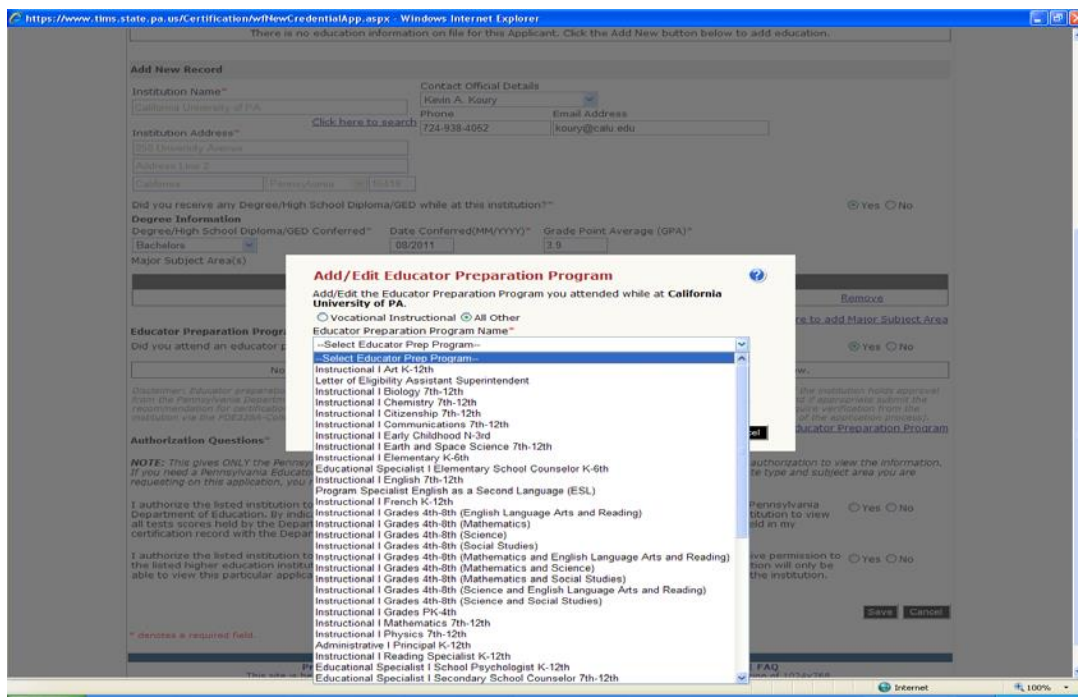
Notice the PAGE NUMBERS to find the alphabetized Graduation Subject Area (red arrow below) or search by Major Subject Area (blue arrow below).



y. Select major subject area.

Did you attend an educator preparation program while at this institution? **YES YES YES!**

z. **“Click here to add Educator Preparation Program”**



- ✓ Choose drop down box and choose Educator Preparation Program Name OR CHECK THE BOX “Educator Preparation Program not in the list above” if not listed.
- ✓ Choose Program Level: Undergraduate/Graduate.
- ✓ Program Level Type: Traditional.
- ✓ Attendance Start Date: MM/YYYY.
- ✓ End/Anticipated Graduation Date: MM/YYYY **DO NOT ADVANCE THE DATE! MUST BE IN THE CURRENT MONTH COMPLETING YOUR PROGRAM.**

aa. Answer Remaining Questions:

I authorize the listed institution to view my certification test scores.....related to this application. **YES**

I authorize the listed institution to view my current application in its entirety.....completed by this institution. **YES**

bb. If you have made any mistakes you can “Edit” or “Trash” your application here using trash can symbol. If you are a dual major (i.e. Elementary/Special or Guidance Elementary/Secondary, **add new** to add the second major and go through the steps “s” through “aa” again.

https://www.tims.state.pa.us/Certification/awfNewCredentialApp.aspx - Windows Internet Explorer

pennsylvania
DEPARTMENT OF EDUCATION

TIMS Teacher Information Management System

Welcome Donna Gilmore!
Applicant

Home | Messages | Applications | Logoff | Help & Support

New Credential Application

Credential Type : In-State Instructional I
Subject Area : Elementary K-6th (2810)

Application ID: 708432
Application Status: Incomplete

Step 1 : Demographic Information

| Institution Name | State | Country | Degree Conferred | Date Conferred | Major Subject Area | Educator Prep Program Attended? | Record Added Date | X |
|-----------------------------|-------|---------|------------------|----------------|-------------------------|---------------------------------|-------------------|------|
| California University of PA | PA | USA | Bachelors | 08/2011 | Elementary Ed/Teaching, | Yes | 04/24/2012 | Edit |

Add New Record

Institution Name* Contact Official Details

Phone Email Address

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

Address Line 1

Address Line 2

City --Select-- Zip

Did you receive any Degree/High School Diploma/GED while at this institution?* Yes No

Educator Preparation Program
Did you attend an educator preparation program(s) while at this institution?* Yes No

Authorization Questions*

NOTE: This gives ONLY the Pennsylvania Approved Educator Preparation Program entity that you have entered above the authorization to view the information. If you need a Pennsylvania Educator Preparation entity to verify your attendance/completion of a program for the certificate type and subject area you are requesting on this application, you must answer "yes" to these questions.

I authorize the listed institution to view my certification test scores which are part of my certification file held by the Pennsylvania Department of Education. By indicating yes, I understand that I give permission to the selected higher education institution to view all test scores held by the Department related to my application. The institution will be able to see all test scores held in my certification record with the Department of Education related to this application. Yes No

I authorize the listed institution to view my current certification application held by the Department. The institution will only be able to view this particular application but will not be able to make changes to any areas that are not completed by the institution. Yes No

Step 3: Certification Information. If you have other (previous) certifications, they should be listed here. If they are not, don't panic. The information will come in at some point.

cc. Click "Next"

Step 4: Work Experience Information. If this is your first (initial) teacher certification click "Next." There is nothing to enter here. Student teaching or substitute work does not count.

If you have work experience as a Full-Time PUBLIC SCHOOL TEACHER not a substitute or long-term substitute, or non-public school teacher. Click "Add New"

Step 5: Application Requirements and Proof Documents

Don't panic by anything you see on this page or anything that states "not received" just yet! This will change as items are provided and matched with other records.

Application Summary:

Review the information carefully. Scroll down to #8 Fees & Payments. The fee will be \$125.00. If any other amount is listed, email Pascarell@calu.edu and let her know. Make sure to include your PPID number so your application can be reviewed by PDE to see why the amount is different.

- ✓ Check the Code of Conduct Questions boxes.
- ✓ Print Application then **Proceed to Submit**

Payment Processing: Read the Instructions

- ✓ Complete Billing Information Fields
 - ✓ Complete Payment Information Fields
- If you want to pay by credit card, select "credit card" and complete the information. If you want to mail PDE a money order, choose "money order." If you choose "money order" you must click the box **"I agree to submit a money order with coversheet."**

dd. Click **Process Payment and Submit Application**

When you submit, you should be able to print your cover sheet.

- Once the application is successfully submitted print your cover sheet. It will list any “additional documents needed.”
- You do not need to send your cover sheet to PDE, *unless*
 - 1) You are paying with a money order (then you must send cover sheet with money order)
 - 2) You have additional documents to send. Then you must send your cover sheet with the additional documents.

Note: If you must send in your cover sheet **DO NOT STAPLE AND DO NOT FOLD.**

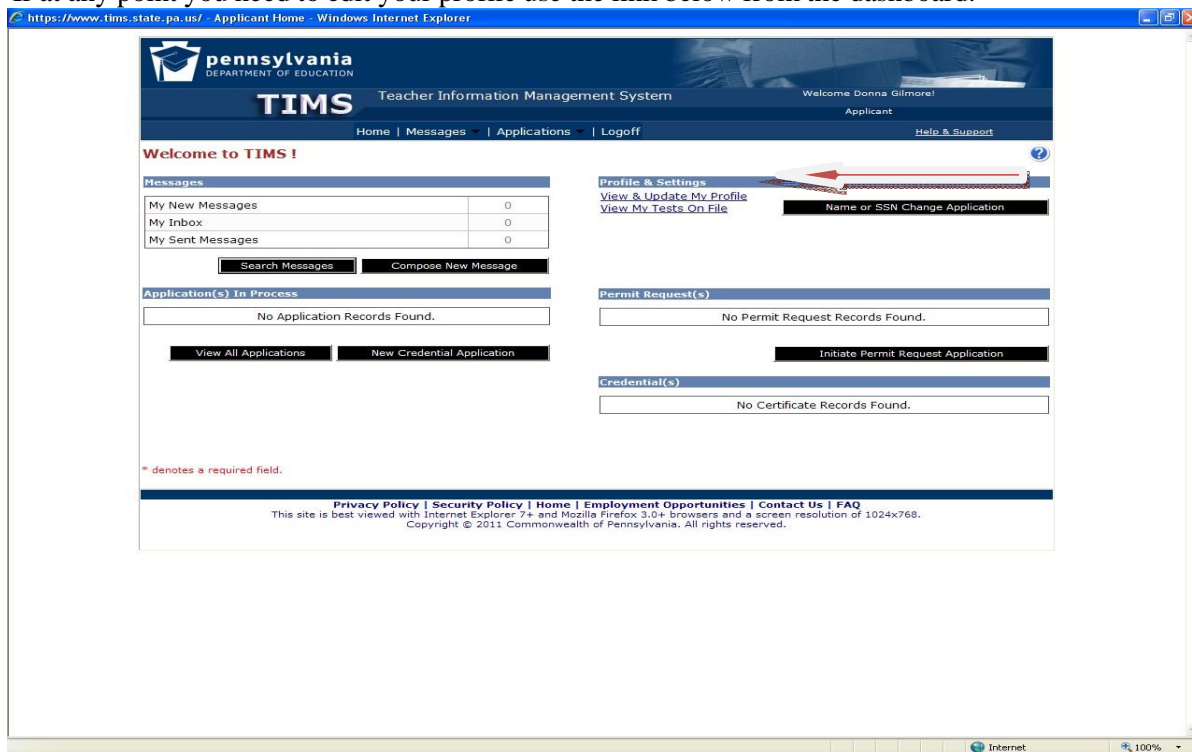
- Using the View Test Scores Link, verify that your Exam Scores are visible in your TIMS User Account. If you scores are not visible, you must order them through ETS. PDE will not accept copies from you or Cal U.

Common Errors:

Some common errors that cause applications to be rejected by PDE are:

1. The correct University was not chosen.
2. Your program was completed at **one University** – even if you had transfer credits, if you chose more than one University, you will default to an out-of-state application.
3. For Teacher Certification only, you did not answer the yes/no questions under Ed Prep Program.
4. If you are applying for an advanced program – you did NOT complete your program more than 7 years ago.
5. You must choose a Certification Subject Area.
6. If you currently hold other teaching certificates, you are “adding new.”
7. Skipping any question or tab in the application process.
8. If you were in a graduate program and “graduate” does not come up as a choice, choose undergraduate.

If at any point you need to edit your profile use the link below from the dashboard.



Part V: The Dean's Office does the verification of education in TIMS. If you have any questions you can call or email Cindy Pascarell at 724-938-4125 or Pascarell@calu.edu and mail the original to PDE. For Prep Program completion applications, you do not need to send transcripts to PDE.

Very Important:

If you are a graduate student, post baccalaureate student or certification only student **who did not student teach this semester**, you must submit the attached endorsement form along with the requested items to your department at Cal U for signature. This endorsement will allow the Dean to know that you have met all requirements of your program and clear your application in TIMS.

California University of Pennsylvania
College of Education & Human Services
 Department Endorsement for Pennsylvania Certification

Student Instructions – The candidate will electronically enter the appropriate information where required on this form, print it, and provide it to the program director/department chair for review and signature. **Please provide copies of the documents listed below with this form:**

- Copy of **all** required Praxis results
- Copy of current teaching certificate (if applicable)

| | | | |
|-----------------------------------|--|----------------------------|--|
| Name | | Student ID: | |
| Mailing Address City/State/Zip | | Email Address | |
| Program: | | Date Program Completed: | |

Check One: Graduate Degree & Certification Graduate Certification Only
 Post Baccalaureate Certification

Do Not Write Below This Line:

| REQUIREMENTS NEEDED FOR DEPARTMENT ENDORSEMENT FOR PA CERTIFICATION | YES | N/A |
|---|-----|-----|
| Student has completed all required courses of an approved PDE program. | | |
| Student has passed all required major courses with a grade of C or better. | | |
| Student has achieved at least a “Satisfactory” rating on all categories of the PDE 430 Statewide Evaluation Form for Student Professional Knowledge & Practice. | | |
| To the best of my knowledge and belief, the candidate is known and regarded by the preparing institution as a person of good moral character and possesses those personal qualities and professional knowledge and skill which warrant issuance of the requested certificate. | | |
| Final GPA | | |
| Student has a passing GPA according to current PDE regulations. | | |
| Praxis | | |
| Student has taken and passed all required Praxis Exams according to current PDE regulations. | | |

Completion of Approved Program

I have verified and affirmed that the student listed above has completed all program requirements of an approved PDE program and is eligible to apply for certification.

Approval Signature

 Program Director or Dept. Chairperson

 Date