

## Instructions to Apply for Teacher Certificates

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When you have met the requirements to apply for the Career and Technical Intern, the Career and Technical Instructional I, the Career and Technical Instructional II, or Add on Career and Technical Area teacher certificate, follow the instructions outlined on this page.

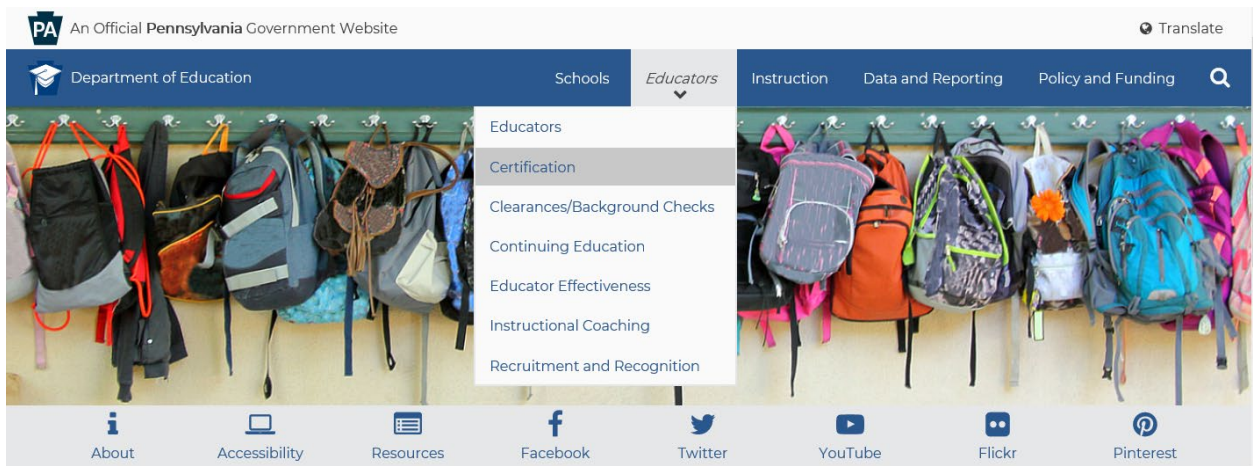
- Read all the instructions before you open the TIMS website and make note of items that you need to print and submit.
- **If you don't follow all the instructions, your certificate application will be delayed.**
- Processing time for certificates is usually 7-8 weeks.
- **The following documentation should be submitted at the end\*:**
  - Copy of all pages of your PDE coversheet.
  - Copy of your Praxis scores (for Career and Technical Instructional I & II)
  - Copy of your paid receipt from the IUP Marketplace.
- **You must complete all 3 Parts of the instruction process below!**

### Part 1 of 3: TIMS Login Instructions for Personal Users

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We highly recommend using Internet Explorer or Firefox to access TIMS. Chrome and Safari users experience technical difficulties, which includes payment processing issues.

1. Go to [www.education.pa.gov](http://www.education.pa.gov)
2. Hover over "Educators" in the upper horizontal navigation.
3. Select "Certification" from the drop-down menu.

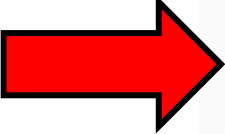



4. Select the BLUE "Login to TIMS" box in the middle of the page

[Pennsylvania Department of Education](#) > [Educators](#) > Certification





## Certification

The Pennsylvania Department of Education Division of Certification Services oversees educator certification within the commonwealth. All of the information and resources for becoming a certified educator in Pennsylvania are available via the navigation boxes below.



**Login to TIMS** 

I am looking for information regarding:

-  Testing Requirements
-  Background Checks/  
Classroom
-  New Educators
-  Current PA Educators

5. Select the "Login to TIMS" link to access the online application system. Please review the help resources available on this page prior to logging in for the first time. Additionally, we include a Help and User Guide section to assist you step by step through your certification process.

[Pennsylvania Department of Education](#) > [Educators](#) > [Certification](#) > Teacher Information Management System (TIMS)

## Teacher Information Management System (TIMS)


Welcome to TIMS, Pennsylvania's online certification system – a one-stop shop for individuals who need to apply for teacher certification, access their personal TIMS dashboard, view and update personal information, print a copy of their teaching certificate, and perform additional functions as a current or future educator.

### Application Processing

**Current processing time: approximately 10 weeks** (once your application reaches "awaiting evaluation" status).

**Note to Applicants:**

**Avoid Processing Delays**  
To avoid processing delays, we strongly recommend uploading documents within TIMS. If you are unable to upload all document(s) into your application, scan and email them to: [ra-teachercert@pa.gov](mailto:ra-teachercert@pa.gov). We encourage applicants to [submit transcripts electronically using this guidance](#).

**Login to TIMS** 

[Login to TIMS](#)

Use Internet Explorer or Firefox to access TIMS. Chrome and Safari users experience technical difficulties, which includes payment processing issues.

**First Time User?**

[Review step-by-step guide](#) before attempting to login.

[Access TIMS guide](#) or [watch a brief YouTube video](#) to learn how to complete your certification in TIMS.

**TIMS Resources**

[Help/User Guides](#)

[Answers to FAQs](#)

### Contact Resources

**Having trouble logging in to TIMS?**  
Call the Keystone Login Help Desk: 877-328-0995

**Experiencing an issue while logged in to TIMS?**  
Send an email to [ra-edcertquestions@pa.gov](mailto:ra-edcertquestions@pa.gov) and include a screenshot and/or the error message.

**Have a question about the application process?**  
Send an email to [ra-edcertquestions@pa.gov](mailto:ra-edcertquestions@pa.gov).

6. After you have selected the login link, you'll be taken to a new screen, which asks you to enter your username and password. If you need to register for a username and password, Click the 'Create Keystone Login Account' link.

**Helpful Hint:** The login will only work if you access it from the original "[TIMS – For Personal Users](#)" landing page.

**TIMS Login Page**

**Click here to create your username and password**

**TIMS - Certification Services**

**Browser Recommendation:** Use Internet Explorer 11 or Firefox to access the TIMS application.

**Logging In:** A Keystone Login account is required to access TIMS. [Create a Keystone Login account](#). Access Keystone Login resources below.

First time login to TIMS: you will be directed to a registration page where you will establish your TIMS profile, connecting your login to your certification records.

**Help Desk/User Guides**  
Having trouble **logging in** to TIMS? Call the Keystone Login Help Desk: [877-328-0995](tel:877-328-0995)

Experiencing an issue while **logged in** to TIMS? Send an email to [ra-edcertquestions@pa.gov](mailto:ra-edcertquestions@pa.gov) and include a screenshot and/or the error message.

[Access TIMS User Guides and Answers to FAQs.](#)

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**TIMS**

Use your Keystone Login username and password to login to TIMS

User Name:

Password:

Powered by  
**PA KEYSTONE LOGIN**

**Keystone Login**

Keystone Login HelpDesk: [877-328-0995](tel:877-328-0995)

[How To Guide: Create Keystone Account](#)

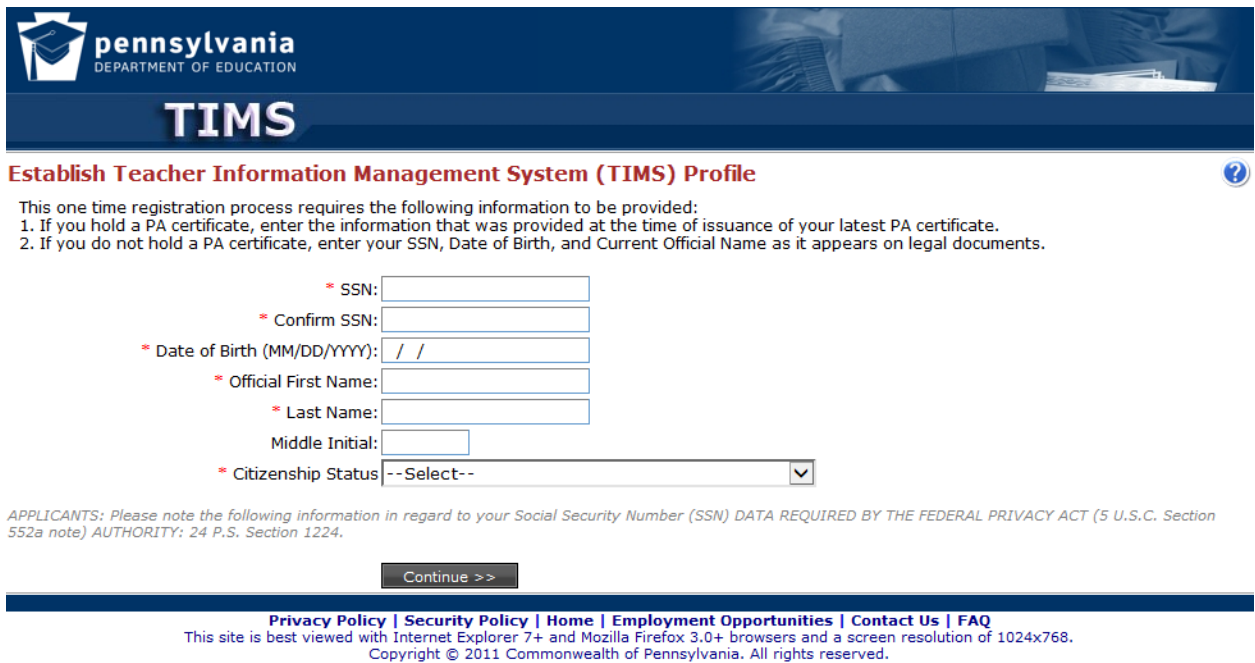
[Forgot Username](#)

[Forgot Password](#)

[Keystone Login Account](#)

7. After registration, you will return to the login page to enter your Username and Password and select "Login." If you have problems with the login screen, your username, and/or passwords, contact the Help Desk: (877) 328-0995.

8. The first time you login with your username and password, you will need to establish your TIMS profile



**Establish Teacher Information Management System (TIMS) Profile**

This one time registration process requires the following information to be provided:

- If you hold a PA certificate, enter the information that was provided at the time of issuance of your latest PA certificate.
- If you do not hold a PA certificate, enter your SSN, Date of Birth, and Current Official Name as it appears on legal documents.

\* SSN:

\* Confirm SSN:

\* Date of Birth (MM/DD/YYYY):  /  /

\* Official First Name:

\* Last Name:

Middle Initial:

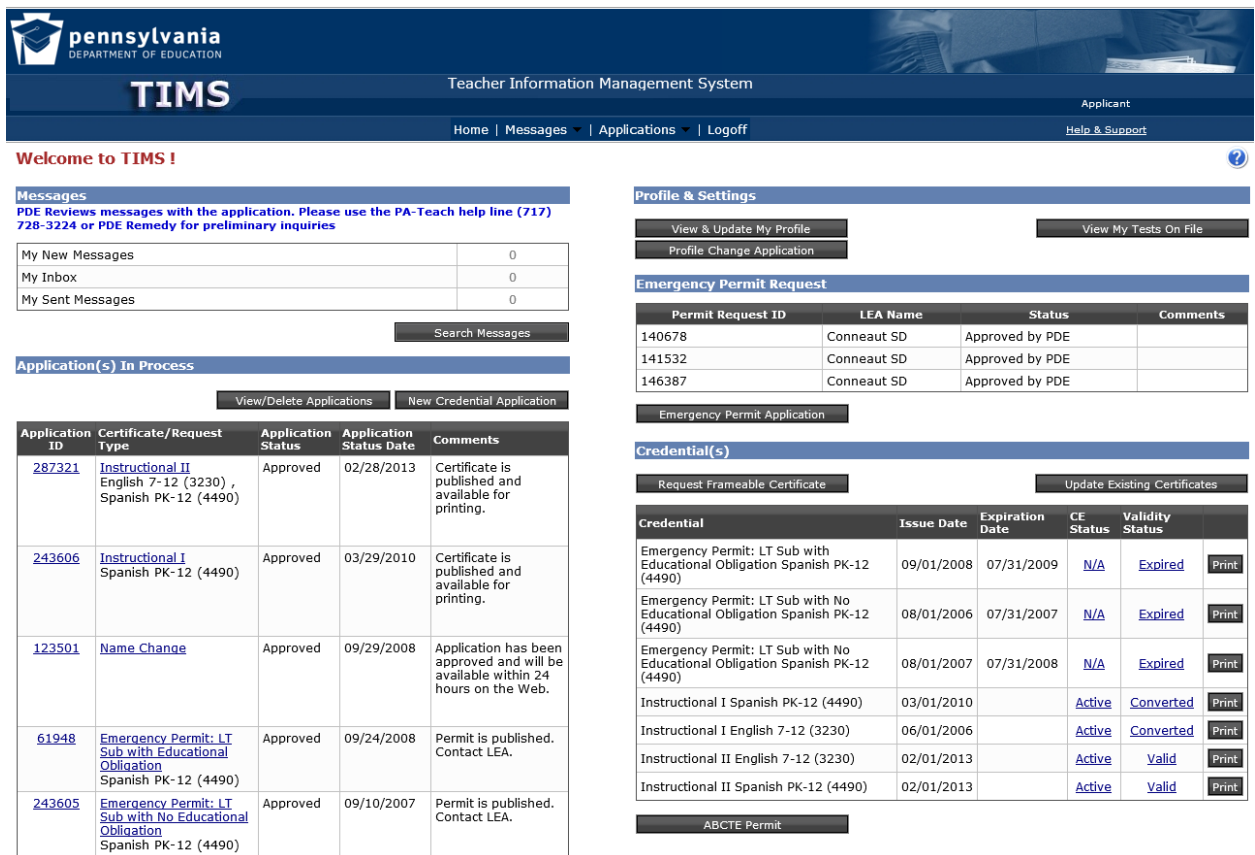
\* Citizenship Status:

[Continue >>](#)

[Privacy Policy](#) | [Security Policy](#) | [Home](#) | [Employment Opportunities](#) | [Contact Us](#) | [FAQ](#)

This site is best viewed with Internet Explorer 7+ and Mozilla Firefox 3.0+ browsers and a screen resolution of 1024x768.  
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9. You are now on your TIMS dashboard (aka the TIMS homepage).



**Teacher Information Management System**

Welcome to TIMS !

**Messages**

PDE Reviews messages with the application. Please use the PA-Teach help line (717) 728-3224 or PDE Remedy for preliminary inquiries

My New Messages	0
My Inbox	0
My Sent Messages	0

[Search Messages](#)

**Application(s) In Process**

[View/Delete Applications](#) [New Credential Application](#)

Application ID	Certificate/Request Type	Application Status	Application Status Date	Comments
<a href="#">287321</a>	<a href="#">Instructional II English 7-12 (3230) , Spanish PK-12 (4490)</a>	Approved	02/28/2013	Certificate is published and available for printing.
<a href="#">243606</a>	<a href="#">Instructional I Spanish PK-12 (4490)</a>	Approved	03/29/2010	Certificate is published and available for printing.
<a href="#">123501</a>	<a href="#">Name Change</a>	Approved	09/29/2008	Application has been approved and will be available within 24 hours on the Web.
<a href="#">61948</a>	<a href="#">Emergency Permit: LT Sub with Educational Obligation Spanish PK-12 (4490)</a>	Approved	09/24/2008	Permit is published. Contact LEA.
<a href="#">243605</a>	<a href="#">Emergency Permit: LT Sub with No Educational Obligation Spanish PK-12 (4490)</a>	Approved	09/10/2007	Permit is published. Contact LEA.

**Profile & Settings**

[View & Update My Profile](#) [View My Tests On File](#)

[Profile Change Application](#)

**Emergency Permit Request**

Permit Request ID	LEA Name	Status	Comments
140678	Conneaut SD	Approved by PDE	
141532	Conneaut SD	Approved by PDE	
146387	Conneaut SD	Approved by PDE	

[Emergency Permit Application](#)

**Credential(s)**

[Request Frameable Certificate](#) [Update Existing Certificates](#)

Credential	Issue Date	Expiration Date	CE Status	Validity Status	
Emergency Permit: LT Sub with Educational Obligation Spanish PK-12 (4490)	09/01/2008	07/31/2009	N/A	Expired	<a href="#">Print</a>
Emergency Permit: LT Sub with No Educational Obligation Spanish PK-12 (4490)	08/01/2006	07/31/2007	N/A	Expired	<a href="#">Print</a>
Emergency Permit: LT Sub with No Educational Obligation Spanish PK-12 (4490)	08/01/2007	07/31/2008	N/A	Expired	<a href="#">Print</a>
Instructional I Spanish PK-12 (4490)	03/01/2010		Active	Converted	<a href="#">Print</a>
Instructional I English 7-12 (3230)	06/01/2006		Active	Converted	<a href="#">Print</a>
Instructional II English 7-12 (3230)	02/01/2013		Active	Valid	<a href="#">Print</a>
Instructional II Spanish PK-12 (4490)	02/01/2013		Active	Valid	<a href="#">Print</a>

[ABCTE Permit](#)

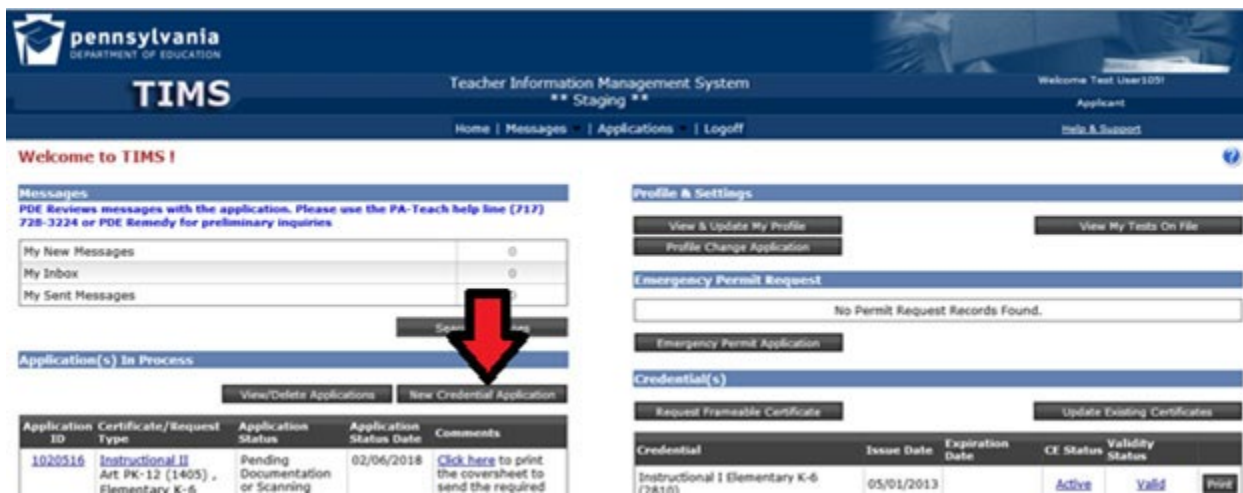
## Part 2 of 3: Submit an Application

After successfully logging in, you are ready to submit an application from your TIMS dashboard!

### Important notes for completing application:

- Transcripts do not have to be sent to PDE for Career and Technical certification areas.
- Career and Technical Instructional II applicants must request for their employing school to complete "Work Experience Affirmation" in TIMS.
- Cooperative Education applicants who hold a Career and Technical Instructional II certificate must complete all requirements but apply for Career and Technical I Cooperative Education in TIMS. PDE will convert it to Career and Technical II.

1. Click on the button "New Credential Application."



The screenshot shows the TIMS dashboard with the following sections:

- Messages:** PDE Reviews messages with the application. Please use the PA-Teach help line (717) 728-3224 or PDE Remedy for preliminary inquiries.
- Application(s) In Process:** View/Delete Applications, **New Credential Application** (highlighted with a red arrow), and a table of applications.
- Profile & Settings:** View & Update My Profile, Profile Change Application, View My Tests On File.
- Emergency Permit Request:** No Permit Request Records Found.
- Credential(s):** Request Printable Certificate, Update Existing Certificates, and a table of credentials.

Application ID	Certificate/Request Type	Application Status	Application Status Date	Comments
1020516	Instructional II Art PK-12 (1405) Elementary K-6	Pending Documentation or Scanning	02/06/2018	<a href="#">Click here</a> to print the coversheet to send the required

Credential	Issue Date	Expiration Date	CE Status	Validity Status
Instructional I Elementary K-6 (73410)	05/01/2013		Active	Valid

2. Select the [credential type](#) you are applying for.

The screenshot shows the TIMS (Teacher Information Management System) interface. The header includes the Pennsylvania Department of Education logo, the TIMS title, and the user name 'Welcome Monica MURDOCHI'. The main content area is titled 'Select Credential Type and Subject Area to be requested'. A dropdown menu for 'Requested Credential Type\*' is open, showing a list of options including 'Career and Technical Intern (24)', which is highlighted. To the right of the dropdown, a note states: 'Career and Technical Teacher Intern candidates must have two years of wage-earning experience in the occupation, pass the occupational competency assessment process and be enrolled in a Pennsylvania approved Career and Technical intern program leading to Career and Technical I certification. Select Intern if you are in a non-Career and Technical intern program.'

3. Select the subject area you are applying for. **(This should match your OCA Certificate area)**

4. Answer the following questions appropriately if they are listed for the credential type you are requesting.

- Is this area being added to an existing PA instructional certificate due to testing alone?
- Will a Pennsylvania institution verify that you meet certification requirements for the certificate you are applying for? HINT-In most cases, if your program was completed in the state of Pennsylvania, your answer will be “yes.” If your program was completed outside the state of Pennsylvania, your answer is “no.”
- Are you a veteran or the spouse of an active duty/veteran?

The screenshot shows the TIMS application form with the 'Requested Credential Type\*' dropdown set to 'Instructional I (61)'. The 'Requested Certification Subject Area(s)\*' dropdown is set to 'Reading Specialist PK-12 (7650)'. Below these fields, there is a link: 'Click here to select certification subject area to be requested'. The form then asks 'Your application requires a response to the following preliminary question(s)'. The first question is 'Will a Pennsylvania institution verify that you meet certification requirements for the certificate you are applying for?' with radio buttons for 'Yes' (selected) and 'No'. The second question is 'Are you an active duty member or veteran of the US Armed Forces, or the spouse/surviving spouse of an active duty member or veteran? (Definitions are available at www.education.pa.gov)' with radio buttons for 'Yes' and 'No'. At the bottom, there are 'Continue >>' and 'Cancel' buttons.



5. Answer the good moral character questions.
6. Enter your education information under the education tab by clicking Add New. **Select Indiana Univ of PA/Main from the drop-down box -- don't type it in. The contact official is Monica Murdoch.** *Note: Always select "Add New" -- even if IUP is already listed.* If your certification program was not completed at the bachelor's degree level, make sure you also include the information regarding your bachelor's degree.

#### New Credential Application

Credential Type : Instructional I  
Subject Area : Reading Specialist PK-12 (7650)

Application ID: 1020517  
Application Status: Incomplete

Step 3 : Education Details

Institution Name	State	Country	Degree Conferred	Degree GPA	Date Conferred	Major Subject Area	Educator Prep Program Attended?	Program GPA	Record Added Date
College #1		USA	Masters	3.90	04/1999	Elementary Ed/Teaching	N/A	N/A	03/12/2013 <a href="#">View</a>
College #2		USA	Bachelors	3.40	05/1993	Fine Arts/Art Studies	N/A	N/A	03/12/2013 <a href="#">View</a>

**Required Education: Bachelors Degree and PDE-Approved Educator Preparation Program**

**Add New Record**

Institution Name\*  [Click here to search](#)

777 West Harrisburg Pike  
Address Line 2  
Harrisburg Pennsylvania 17107

Did you receive any Degree while at this institution? \*  Yes  No

**Degree Information**

Degree\*  Date Conferred(MM/YYYY)\*  Grade Point Average (GPA)\*

Major Subject Area	CIP Code
Reading Teacher Ed	13.1315 <a href="#">Remove</a>

[Click here to add Major Subject Area](#)

**Educator Preparation Program**

Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution? \*  Yes  No

Educator Prep Program Name	Program Level	Program Level Type	Attendance Start Date	End/Anticipated Graduation Date
Instructional I Reading Specialist PK-12	Masters	Traditional	01/2016	06/2018 <a href="#">Edit</a> <a href="#">Remove</a>

Disclaimer: Educator Preparation Program information submitted in this application will be sent to the Pennsylvania preparing institution if the institution holds approval from the Pennsylvania Department of Education to offer the program. The Pennsylvania institution will verify the information submitted and if appropriate submit the recommendation for certification through TIMS. Completion of Educator Preparation Program completed outside of Pennsylvania may require verification from the institution via the PDE335A-College/University Verification Form (Copy of the form will be provided with the coversheet printed at the end of the application process).

[Click here to add Educator Preparation Program](#)

7. Enter relevant education work experience if applicable to your requirements for certification by clicking "Add New."
  - o Update any information that has prepopulated into your application.
8. Educator Preparation Program: Respond Yes, your program is Undergraduate, and Non-traditional.
9. The Summary Page will list documents that you have to gather and send to our office AFTER you pay and submit the online portion of your application. TIMS is unable to auto-evaluate the application to determine if previously submitted documents pertain to the current application you are submitting. In those cases, there may still be documents you are required to submit that are not listed on your application cover sheet.
10. All required tests for the subject area applied for will be listed in the application. TIMS cannot determine exemptions. The official consideration and review of testing will be made by the certification evaluator at the time of application review. You can view the receipt of the tests currently on file on your TIMS homepage under the "View My Tests On File" button.
11. Choose your payment option (credit card or money order). TIMS does not accept American Express. If you receive an error message before submitting your payment information, wait three hours and try again.

12. Submit your application.
13. After you submit your application in TIMS, you will be given the option of printing your cover sheet. Print the cover sheet. Submit all required documents along with the cover sheet to the address provided on the cover sheet. The cover sheet is always available on your TIMS dashboard for future mailings. **Keep a copy of all materials sent.**
14. TIMS may give you the option to upload certain documents directly into your application. If an upload button is not available for a required document, it must be sent through the mail along with a copy of the cover sheet. **DO NOT UPLOAD DOCUMENTS UNDER INCORRECT HEADINGS.**

Do not fold, do not staple



**TIMS Application Coversheet**

Applicant Name : Applicant's name  
 Application Type: Instructional I  
 Application ID: 1000000



<input type="checkbox"/> Clearance		Refer to Page 2 for specific requirement Comments :
<input type="checkbox"/> Fee		Money Order Comments :
<input type="checkbox"/> Other		Use this box for required supplemental documentation. There may be none needed. Comments :

NOTE: If the cover sheet does not indicate any proof documents are required, there is still the possibility that additional documentation will be required. In that event, you will be contacted by your certification evaluator at the time of the evaluation.

An application is considered complete and ready to be evaluated only AFTER all documentation necessary for the evaluation has been received by PDE. The processing wait time begins at the date your status is determined "Awaiting Evaluation." Applications with an answer other than "no" to a good moral character question will take longer.



## 14. Check the Status of Your Application

The screenshot displays the TIMS 1 user interface. On the left, the 'Messages' section shows 0 new messages, 0 in the inbox, and 0 sent messages. Below this is the 'Application(s) In Process' section, which contains a table of application statuses. The first row, with ID 1097443, is highlighted with an orange border and shows an application for 'Instructional II Elementary K-6 (2810)' that is 'Waiting for Educ or Work Exp Verification' as of 04/03/2019. The comments for this application include links to print a coversheet, upload documents, and track progress. Other rows show approved applications with their respective dates and comments. On the right, the 'Profile & Settings' section includes buttons for updating the profile and viewing tests. Below that, the 'Emergency Permit Request' section shows no records found. The 'Credential(s)' section includes buttons for requesting certificates and updating existing ones, followed by a table of credentials. The first credential listed is 'Instructional I Elementary K-6 (2810)' issued on 05/01/2012, with an active status and valid validity.

Application ID	Certificate/Request Type	Application Status	Application Date	Comments
1097443	Instructional II Elementary K-6 (2810)	Waiting for Educ or Work Exp Verification	04/03/2019	Click here to print the coversheet to send the required documentation. <a href="#">Upload Documents</a> <a href="#">Track Progress</a>
241073	Instructional I Elementary K-6 (2810)	Approved	06/10/2016	Application has been approved and will be available within 24 hours on the Web.
706182	Instructional I Elementary K-6 (2810)	Approved	06/05/2012	Certificate is published and available for printing.

Credential	Issue Date	Expiration Date	CE Status	Validity Status
Instructional I Elementary K-6 (2810)	05/01/2012		Active	Valid

- **Incomplete:** You started an application but have not yet submitted it.
- **Submitted for Educ or Work Exp Verification:** You submitted your application and it is now waiting for an electronic verification of your preparation program (IHE) or work experience (LEA). Click the "Track Progress" link to view the pending entity.
- **Pending Documentation:** PDE is still waiting for your required documents. Click the "Track Progress" link to view the pending documentation.
- **Awaiting Evaluation:** The TIMS system has determined your application is complete and is now waiting for staff in our office to review your application by the "awaiting evaluation" date. PDE posts the estimated application processing time at the [TIMS log-in](#) screen. Applications with an answer other than "no" to a good moral character question will take longer.
- **Pending Additional Documentation:** The PDE evaluation has occurred and you now need to submit additional information in order to complete the evaluation. Please check your email to look for the specific requirements outlined by your evaluator. Click the "Track Progress" link to view the pending documentation and/or the Send Back available for your application.
- **Pending Test Score:** The PDE evaluation has occurred and you need to complete a test(s) in order to be issued a PA certificate. Click the "Track Progress" link to view the pending test and/or the Send Back available for your application.

For any additional questions, first [view the TIMS FAQ](#) before contacting PDE.

## Part 3 of 3: IUP Requirements

Go to [www.iup.edu/marketplace](http://www.iup.edu/marketplace) to pay IUP's processing fee. You will need to pay electronically—either by credit or debit/checking information.

Scroll down & Click on **Center for Career & Technical Personnel Prep** (look for the Success image)

On the next screen, Click on **Teacher Certification Fee**

On the next screen, Click on **Small Cart** icon in bottom right-hand corner

Select **Continue** (you do not need to log in, you can **just enter an email address** to have your receipt sent to)

Marketplace - Indiana University of Pennsylvania

My Cart Delivery Payment Confirmation Receipt

Login

Username:

Password:

New User? [Register Now](#)

Contact Information

Email: \*  \* Indicates required information

Complete the payment process. You will be e-mailed a receipt that you can print.

### The following documentation should be submitted\*:

Copy of all pages of your PDE coversheet

Copy of your Praxis scores (for Career and Technical Instructional I & II)

Copy of your paid receipt from the IUP Marketplace

\*The documentation can be submitted via e-mail to [jwilliam@iup.edu](mailto:jwilliam@iup.edu) **OR** by fax to 724-357-6200 **OR** by mail to:

**IUP Center for Career & Technical Personnel Preparation**  
**Attention: Certification**  
**570 South Eleventh Street, 104 Davis Hall**  
**Indiana, PA 15705**