HOW TO SUBMIT YOUR TIMS CERTIFICATION APPLICATION

TIPS BEFORE YOU BEGIN

- Use Internet Explorer or Microsoft Edge for best results!

- Go to https://www.mypdeapps.pa.gov/wfTIMS.aspx

- Ready?? Let's go…

Log Into www.education.pa.gov

- https://www.mypdeapps.pa.gov/wfTIMS.aspx

  - First time users; select "Register Username"
    - Complete the REGISTER form – select the Register box. You will receive a Registration Complete message – Select Continue
    - Go back to the MyPDESuite Application Login Screen
    - Log in using the username and password you just created.
    - Step by step guide can be found here: https://www.education.pa.gov/Educators/Certification/Application/UserGuides/Pages/TIMSPersonal.aspx

  - Returning users; log in

Example: TIMS Log in Screen

Red Circle is the link to click if you are a first time user

TIMS   Home Page

- Go to NEW CREDENTIAL APPLICATION

TIMS – New Credential Application

Select Certification Type – Use the pull-down field to select certification type. Most will be Instructional 1 (61).

Select Subject Area – Use pulldown and choose your subject area (s). Dual Majors should add both subject areas here before saving (dual majors are required to apply for both certifications concurrently)
NOTE: SPED – Do NOT Select Special Education EXPANSION PK-8 or Special Education EXPANSION 7-12. Use Special Education PK-12. Do NOT SAVE until you complete the rest of the form.

Answer the rest of the questions to continue >> SAVE.

You should see: "Your application requires a response to the following preliminary question(s)"
> Are you applying to add an additional subject area to an existing Instructional I Credential through *testing alone*? ANSWER: NO

> Will a Pennsylvania institution verify that you meet certification requirements for the certification you are apply for? ANSWER: YES

Are you sure you want to proceed with this application: YES

Step 1 : Background Questions

Answer questions 1-7
Check Affidavit box
Select NEXT in upper right hand corner (to page 2)

Step 2: Demographic Details

Complete all information on page 2
Use your NON-PennWest email address as PDE may
need to contact you regarding this application.
Select NEXT in upper right hand corner (to page 3)

Step 3: Education Details

- Required Education
  - Click ADD NEW
  - Select Pennsylvania Western University
    - AUN Number 401637019
  - Contact Official Details
    - DEBORAH GRUBB (Edinboro)
    - AMY SHOPE (California)
    - ERIN LEWIS (Clarion)
  - Did you receive any Degree while at this institution?
    - > YES
  - Degree: Select BACHELORS or MASTERS
  - Date Conferred (MM/YY)
  - GPA

Step 3: Education Details (continued)

- Select Major Subject Area from Pulldown (*Note, if you are a graduate student and your program is not listed in the list of PennWest programs, specify your legacy campus instead of PennWest)

- Did you complete the PDE approved Educator Preparation Program(s) for this subject area at this institution?
  - >YES

- Click here to add Educator Preparation Program
  - Your program should appear in the pulldown
  - Program Level – Undergraduate or Graduate
  - Program Level Type – Traditional
  - Add attendance start date MM/YYYY
  - Add anticipated Graduation date MM/YYYY
  - Add Program GPA
  - Save
  - Click NEXT for page

New Credential Application

Step 3 : Education Details

< Prev | 1 | 2 | 3 | 4 | 5 | Summary | Next >

Institution Name	State	Country	Degree Conferred	Degree GPA	Date Conferred	Major Subject Area	Educator Prep Program Attended?	Program GPA	Record Added Date	X
Edinboro University of PA	PA	USA	Bachelors	3.50	12/2019	Early Childhood Education;Teach Elementary SpecEd;	No		12/09/2019	Edit 🗑

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

Edit Record (To change the institution, please delete this record and then add the correct one.)

Institution Name*
Edinboro University of PA

Contact Official Details
Stephanie Williams ▼

Institution Address*
Meadville St

Phone   Email Address
- -   swilliams@edinboro.edu

Edinboro   Pennsylvania ▼ 16444

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

Degree Information

Degree*   Date Conferred(MM/YYYY)*   Grade Point Average (GPA)*
Bachelors ▼   12/2019   3.5

Major Subject Area(s)

Major Subject Area	CIP Code	
Early Childhood Education	13.1210	Remove
Teach Elementary SpecEd	13.1017	Remove

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 Grades PK-4	Undergraduate	Traditional	08/2015	12/2019	Edit	Remove
Instructional I Special Education PK-8	Undergraduate	Traditional	08/2015	12/2019	Edit	Remove

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 PDE338A-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

Save   Cancel

Step 4 : Certification Program Provider Survey

Complete all questions
Select NEXT for page 5

Step 5 : Certification Details

In State Certification -

You currently do not hold any Pennsylvania State Certifications.
Answer Yes or No

Out-of-State Certification -

Answer Yes or No (if YES, click to add certification info)

Select NEXT for Application Summary – Review Carefully

TIMS – Application Summary

FEES & PAYMENTS

$200 unless military affiliated

Complete CODE of CONDUCT questions.

Print application for your records.

Proceed to submit >>

- Payment Processing and Application/Request Submission
  - Select Credit Card
  - Proceed to Payment Vendor Page
    - Click OK to be redirected to secure card payment site.

Do not hit back or you will have to contact customer support which is a very long wait.

Once payment is complete, you will be returned to TIMS. If an application cover sheet is required, you will have the opportunity to print it. You do NOT have to submit any test scores to PDE. If they want anything else, submit it or check with your campus Office of Clinical Experiences.

BEFORE YOU GO….

Please wait until your final grades have been posted and your final GPA has been updated. You do not need to wait until you receive your diploma.

Please complete your application as soon as possible after graduation to avoid any issues with discontinued programs.

It is recommended that you wait to submit your TIMS application until all testing requirements are complete!

Please submit your completed TIMS Credential Application . Your TIMS application will not be processed without it.

NOTE – To avoid delays in processing, notate the following on your credential application
- If you are using your GPA to pass a PRAXIS II/PECT exam - tell us which exams and module(s)