TIMS

How do I print my TIMS application coversheet?

You will first need to access your TIMS home page/dash board.

If you are submitting a new application, you must first finish submitting the application and payment information in TIMS. Until this has been done, your application will remain in an "Incomplete" status and your cover sheet will not be generated by TIMS.

• You will need to scroll to the bottom of the "Summary : Application Summary", and click on the two check boxes under the "Code of Conduct" option at the very bottom of the screen and then click on the "Proceed to Submit >>" button to the bottom right of the screen.

| New Credential Application | |
|--|--|
| Credential Type : Instructional I (Requires Transcript Review) Subject Area : Grades PK-4 (2825) | Application ID: 833704 Application Status: Incomplete |
| Summary : Application Summary | : Prev 1 2 3 4 5 6 Summary Next > |
| Code of Conduct | |
| The Pennsylvania Code of Professional Practice and Conduct for Educators, which may be found on the <u>PDE Websi</u> Pennsylvania professional educators. All professional educators are expected to conduct themselves in accordance discipline. Indicate that you have read the code by checking the box below. | e , sets forth the standards for professional practice for with the Code. Failure to do so may result in professional |
| ✓ I certify that I have read and will abide by the Code of Professional Practice and Conduct for Educators. * ✓ I hereby certify that all statements, attestations, information, data and documentation contained in this applicat authorized electronic signature (User ID and Password) used to submit this application has the same legal validity a utherstand that any falsification of any statement or document included with my application may result in profession punsylvania certificate. * | ion are true and accurate. I also understand that the and enforceability as a written signature. I further anal discipline, which may include revocation of my |
| By pressing the Submit button and continuing, I understand that I am giving permission to the indicated higher ed certification application and profile which is necessary for the institution to complete its portion of my application | ucation institution and/or employing institution to view my Print Proceed to Submit >> |
| Disclaimer: Please note the following information in regard to your Social Security Number (SSN) DATA REQUIRED BY THE FEDER P.S. Section 1224. | AL PRIVACY ACT (5 U.S.C. Section 552a ote) AUTHORITY: 24 |
| * denotes a required field. | |
| Privacy Policy Security Policy Home Employment Opportunities Cd This site is best viewed with Internet Explorer 7+ and Mozilla Firefox 3.0+ browsers and a s Copyright © 2011 Commonwealth of Pennsylvania. All rights reserv | ntact Us FAQ reen resolution of 1024x768. red. |
| | € 125% • |

This will then bring you to the Payment and submission screen.

- The "Payment Information" will automatically populate to "Credit Card," but it is actually a drop down menu that you can choose "Money Order" if you would like to pay that way.
 - Payments may ONLY be submitted via Credit Card information entered online through TIMs (which is a secure site) or by Money Order that you will need to mail in with the cover sheet once it is generated, but you must tell TIMS which way you intend to pay for this application in order to proceed)
- If you are paying by credit card, you must enter the exact name and address associated with the credit card and the credit card billing information

Enter the Credit Card Information if you intend to pay by credit card:

| https://www.tims.state.pa.us/ - Payment Processing and Application/Request Submission - | - Windows Internet Explorer provided by P | Аррисонс | |
|--|---|--|--|
| Home | Messages - Applications - Log | off Help & Support | ^ |
| Payment Processing and Application/Requ | est Submission | Back to Previous | <u>; Page</u> |
| Request Type:Instructional I (Requires Transcript Review) | 1 | Total Fee Amount:\$185.00 | |
| Payments can be made by credit card, money order, or by subsi 1. If you select credit card option, you will be prompted to enter You must have a United States address on file with the 2. If you select money order option, you will have to send the m The money order must be payable in United States dolls 3. If you select subsidy account, payment will be processed throw | dy account (only by LEA). credit card information online. issuer of the credit card oney order made out to the "Commony ars ugh your subsidy account with PDE. | vealth of PA" with the coversheet printed at the end of the proc | iess. |
| Billing Information | 1 | Payment Information | |
| Full Name * Address * Address Line 1 Address Line 2 City Select Image: City Image: City <td></td> <td>Sect the Payment Mode Cruit Card View Credit Card Type * Select V I Section Credit Card Number * Section Sec</td> <td>ard) ation" tot be plicate sist 60 ations n. e the o the</td> | | Sect the Payment Mode Cruit Card View Credit Card Type * Select V I Section Credit Card Number * Section Sec | ard) ation" tot be plicate sist 60 ations n. e the o the |
| | | | 125% 👻 💡 |

Or choose "Money Order" if you are paying by Money Order (made payable to the Commonwealth of Pennsylvania)

Payment Information

Select the Payment Mode



The payment screen will change a little bit, and you will need to click on the box to place a check in the option that states, "I agree to submit a money order with coversheet. I understand failure to do so may delay the application processing." (The "Billing Information" will no longer be required to be completed."

| Payment Processing and Application/Request S | ubmission Back to Previous Page |
|--|---|
| Request Type:Instructional I (Requires Transcript Review) | Total Fee Amount:\$185.00 |
| Payments can be made by credit card, money order, or by subsidy acc 1. If you select credit card option, you will be prompted to enter credit You must have a United States address on file with the issuer 2. If you select money order option, you will have to send the money or The money order must be payable in United States dollars 3. If you select subsidy account, payment will be processed through yo | unt (only by LEA). ard information online. of the credit card rder made out to the "Commonwealth of PA" with the coversheet printed at the end of the process. ar subsidy account with PDE. |
| Billing Information | Payment Information |
| Full Name Address | Select the Payment Mode Money Order 💌 |
| Address Line 1 Address Line 2 CitySelect V Zip | failure to do so may delay the application processing. |
| | Once you click the "Process Payment and Submit Application" button, you confirm that you have a final application. You will not be able to change it. We limit the number of charges on credit cards to avoid duplicate payments. If you have additional applications, please wait at least 60 minutes before attempting to pay for those additional applications and submit for processing, with the card used for this application. |
| | Process Payment and Submit Application/Request >> |
| * denotes a required field. | Î |

Click on the button to the bottom right that says, "Process Payment and Submit Application/Request >>"

A pop-up box will show up asking if you are sure you want to submit this payment and application. You will need to click on "OK"



This will then bring you to a screen congratulating you and informing you that your application has been successfully submitted. You will have the opportunity to print the cover sheet from here:

| I IMS | | Applicant |
|---|---|----------------|
| | Home Messages - Applications - Logoff | Help & Support |
| Congratulations! | | () |
| Your ap | plication has been submitted successfully! Application ID: 833704 Application Status: Pending Documentation or Scanning Payment Type: Money Order Payment Amount: \$0.00 Payment Date: | |
| | Payment Confirmation Number: M0833704.41788.3970523032 | |
| This application requires docume 1. Click here to print the coversheet 2. Attach all supporting documents 3. Send coversh et and all supporting Bureau of School Leadership & Te Pennsylvania Department of Eduu 333 Market Street, 3rd Floor Harrisburg, PA 17126-0333 * denotes a required field. | entation to be mailed to PDE. Please follow the instructions below. t. This coversheet lists all the documents to be sent. to coversheet. ng documents to PDE at the following address: eacher Quality cation | |
| Thi | Privacy Policy Security Policy Home Employment Opportunities Contact Us FAQ s site is best viewed with Internet Explorer 7+ and Mozilla Firefox 3.0+ browsers and a screen resolution of 1024x7 Copyright © 2011 Commonwealth of Pennsylvania. All rights reserved. | 68. |

Or you can print it from you Home Page or Dash Board

| Velcome to TIMS ! | | . Home Messages → Ap | pplications - Logoff | Help & Support |
|---|---|--|---|-----------------------|
| DE Reviews messages with th 717) 728-3224 or PDE Remedy | application. Please use for preliminary inquirie | e the PA-Teach help line IS | View & Update My Profile | View My Tests On File |
| My New Messages | | 0 | Profile Change Application | |
| My Inbox | | 0 | Emergency Permit Request | |
| 1y Sent Messages | | 0 | No Permit Req | juest Records Found. |
| | | | | |
| View/Delet | Applications New | w Creential Application | Credential(s) No Certifica | te Records Found. |
| View/Delet Application Certificate/Reques ID Type 833704 Instructional I (Requires Transcr Review) | Applications Net Application Status Pending Decumentation or Scanning | w Creential Application Comments <u>Click here</u> to print the coversheet to send the required | Credential(s) No Certifica ABCTE Permit | te Records Found. |
| View/Delet Application Certificate/Reques ID Type 833704 Instructional I (Requires Transcr Review) Grades PK-4 (2825) | Applications Net Application Status Pending Documentation or Scanning | w Cremential Application Comments Click here to print the coversheet to send the required documentation. Up ad Documents | Credential(s) No Certifica ABCTE Permit | te Records Found. |
| View/Delet Application Certificate/Reques 10 Type 833704 Instructional I (Requires Transcr Review) Grades PK-4 (2825) denotes a required field. | Applications Net Application Status Pending Documentation or Scanning | w Cremential Application Comments Click here to print the coversheet to send the required documentation. Upmad Documents | Credential(s) No Certifica ABCTE Permit | te Records Found. |

Your cover sheet will generate as a PDF file, and any additional forms required (generated in response to the questions you answered during the entering and submission of your application) will also print with this cover sheet.