Registration and Application Instructions for Non-Certified Educators

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 <u>www.education.pa.gov</u>
- 2. Hover over "Educators" in the upper horizontal navigation.
- 3. Select "Certification" from the drop-down menu.



4. Select the green "TIMS Educator Online Certification System" box in the middle of the page



5. Click the option for PERSONAL USER. **Helpful Hint**: Personal Users are generally applying for certification, accessing personal records, and printing personal certifications.

Teacher Information Management System (TIMS)

What is TIMS? A one-stop shop that offers a variety of certification functions for educators, school administrators, and the public. How can you use TIMS? See below:

Personal User – 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 do additional functions as a current or future educator.

Provisioned User – for individuals who serve as a TIMS administrator, for local education agencies (LEA), and for institutions of higher education (IHE).

TIMS also provides the public with access to view educator records.



6. Select the "Visit this page to 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.

TIMS - For Personal Users

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 do additional functions as a current or future educator.

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

NOTE: TIMS may be unavailable on Fridays from 7:30 AM to 8 AM due to technical updates and servicing.

Login

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

Are you a first-time TIMS user? You can also watch this brief YouTube video to learn how to complete your certification in TIMS. C We offer a variety of user guide thes to assist you, too.

Visit this page to login to TIMS.

Help

View answers to frequently asked questions about TIMS.

Visit our TIMS User Guides page for help accessing and navigating TIMS.

If you experience issues logging in to TIMS, please call the IT Help Desk: 717-783-1087.

After you've selected the login link, you'll be taken to a new screen, which is MyPDESuite. If you need to register for a username and password, Click the 'Create Keystone Login Account' link.
 Helpful Hint: MyPDESuite will only work if you access it from the "<u>TIMS – For Personal Users</u>" landing page.

TIMS - Certification Services	
You can no longer access TIMS with your PALog	in account. If you have not already done so, create a Keystone Login account and
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	Keystone Support
	Keystone Support
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Powered by KEYSTONE LOGIN User Name: Password:	Keystone Support How To Guide: Create Keystone Account Forgot Username Forgot Password My Account

- 8. 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: (717) 857-3737.
- 9. The first time you login with your username and password, you will need to establish your TIMS profile.

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Establish Teacher Information Ma	nagement System	(TIMS) Profile		()
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* Official First Name:				
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10. You are now on your TIMS dashboard (aka the TIMS homepage).

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

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12. Select "Non-Certified Educator Designation (2000)" as the Requested Credential Type and "Non-Certified Educator PK-12 (20000)" as the Requested Subject Area.

Select Credential Type and Subject Area to be requested

Requested Credential Type* 😣
Select Credential Type
Requested Certification Subject Area(s)* 😣
Click here to select certification subject area to be requested
Continue >> Cancel
* denotes a required field.

13. Answer the good moral character questions, the Affidavit, and click "Next."

14. Enter the required demographic details and click "Next."

15. At least one education record is required. If one already exists, click "Next." If not, click "Add New" to enter a new record. You may search the list of Institutions or check the box "Institution not in the list above" and type it in the box.

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Graduate College	PA	USA	Masters	4.0	8/2019	Elementary Education	N/A	N/A	
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16. On the Credential page, click "Next" unless you want to add an Out of State Certification. 17. Click "Add New" to add your current employer. You may search the list of Institutions or check the box "Institution not in the list above" and type it in the box.

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18. Review the Application Summary, read the Code of Conduct, check the boxes at the bottom of the page, and then click "Proceed to Submit." Please note, there is no fee associated with this application.

19. You should receive a notice that your application has been successfully submitted. Please note, our current processing time is posted on the website.

Once approved, you will be notified by email.

You will then be able to login to your TIMS dashboard and print a copy of the designation on the right hand side in the "Credentials" section.

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Employers will also be able to view your designation on the TIMS public website, <u>www.teachercertification.pa.gov</u>, using your PPID number.