

Neumann University Division of Education & Human Services
Teacher Information Management System – Online Tutorial
Revised: 5/2014

A Knights Guide for Applying for Teacher Certification in Pennsylvania

Welcome to our guide designed to assist you in applying for teacher certification in Pennsylvania. We congratulate you on reaching this step on your professional career path and are here to assist you if you need our help in this process.

What is TIMS??

TIMS stands for Teacher Information Management System. The Teacher Information Management System is a centralized online database that provides two way flow of information between Teachers & School Districts, and between teaching applicants/candidates (You) & Institutions of Higher Learning (Neumann University).

What does TIMS mean for me???

As of December 19th 2011, the Pennsylvania Department of Education has implemented the Teacher Information Management System. All applicants who have completed an education preparation program at any PDE approved University or college (in Pennsylvania), and are seeking an Instructional I certification are required to apply for all teaching certifications/credentials in the TIMS online database. As a Pennsylvania State certified educator, the TIMS will be your electronic central location for all records, information & details pertaining to your teaching career.

Before the TIMS Application Process:

Before applying for the Pennsylvania teaching certificate, do make sure that you have fulfilled the following criteria:

1. Make sure that you have passed ALL required PRAXIS or Pennsylvania Educator Certification Tests (P.E.C.T.) and verify that all of your scores have been forwarded to the Pennsylvania Department of Education. If Pennsylvania Department of Education is missing your most current & up-to-date certification tests scores, your certification(s) will be delayed.
 - a. To learn if PDE has received your most up to date test scores - On the TIMS dashboard; top right, you will see a link “**View my Test Scores**” – If your necessary scores for certification do not appear, then you must contact your testing administrator (ETS or Pearson) to have your scores sent to PDE.

2. Make sure that you have officially graduated & completed the program at Neumann University. Do not apply to the TIMS until your **final grades have been posted and your undergraduate/graduate degree has been granted to you.**
3. Before the application process verify which certifications you are applying for in TIMS. Neumann University grants PA Instructional I Certification in the following areas:
 - a. **(2825) Grades PK-4***
 - b. **(9226) Special Education PK-8***
 - c. **(8405) Biology 7 – 12**
 - d. **(3230) English 7 – 12**
 - e. **(8875) Social Studies 7 – 12**

(2825) Grades PK-4 & (9226) Special Education PK-8 must be processed together in one certification application

Registering with PDE

1. Go to the PDE website (www.pde.state.pa.us)
2. Register with PDE (follow the necessary prompts to set up your PDE account).
3. Exit out of your Internet browser.

Logging into TIMS

1. Open a new Internet browser window: Go to the PDE website (www.pde.state.pa.us)
2. On the upper left blue column on the website, click **“Log In.”**
3. Enter your newly created username & password and log into the PDE website/system.
4. You will be then taken to the main PDE website.
5. Click on **“Teachers, Administrators and Certifications”** on the left panel **or** the picture of the **Teacher** in the center selection of photos.
6. Click on the blue **“TIMS Icon”**
7. Choose **“Access TIMS”** from dark blue menu bar (far right of the menu)
8. Click on **“Access TIMS application by clicking here”** under “Currently Logged on as (your PDE Login Name will show)”

9. Establish TIMS Profile. Enter requested information.
10. Your **PPID Notification** will appear on the screen. Please make a note of this number and proceed with the application process.**
11. Welcome to TIMS Dashboard.
 - a. Verify your test scores: Go to the top right of the TIMS Dashboard:
 - i. **Click: “View My Tests on File”**
 - ii. You will see all of the received scores from ETS/Pearson to PDE.
 - i. If you are missing your required scores, you must contact your appropriate test proctor. Missing required scores at PDE **will delay** the certification process.

****What is a PPID Number?**

Your PPID Number is a Professional Personnel Identification Number that is designated to all PA Licensed Educators. Following receiving your Instructional Certification, this number will be applied directly to your Professional Act 48 Development progress. Do make sure to record this information to help with reporting future PA Act 48 activity. For more information about Act 48 & Professional Development please visit:

http://www.portal.state.pa.us/portal/server.pt/community/act_48_-_continuing_professional_education/8622

Select Credential Type

1. On the bottom left of the TIMS Dashboard, under application (s) click on **“New Credential Application”**
2. **Choose “Instructional I (61)”** from the drop down menu
3. Select certification subject area*
4. Answer the following questions:
 - a. *Are you applying to add an additional subject area to an existing Instructional I credential through testing alone?* - Answer **"No"**
 - b. *Will a PDE-approved teacher education program or other certification program in Pennsylvania verify that you meet requirements for certification for which you are applying?* - Answer **"Yes"**

5. Click “**Continue >>**”

*See Certification codes from “**Before the TIMS Application Process**” section.

Background Questions - answer all questions and check off affidavit at bottom of page.

Step 1: Demographic Information – fill in all requested information. Do not use your Neumann University email address

Step 2: Education Information – This section is very important for certification. If this section is incorrect, the certification process will be delayed.

1. **Institution Name** – use the search tool to locate Neumann University; do not type the information in.
2. **Select Contact Official/Certification Officer:** Ginger Daddona
 - a. **Question:** “Did you receive any Degree/High School Diploma/GED while at this institution?” **Answer “yes”**
3. Enter the **Degree** you have received at Neumann University.
4. **Add Major Subject Area** -search for and select the major subject area that most closely matches your program from “**click here to add Major Subject Area**”
 - a. Question: “Did you attend an educator preparation program(s) while at this institution?” **Answer “yes”**
5. Enter your Educator Preparation Program from “**click here to add Educator Preparation Program**”.
 - a. *If you are unsure about your Education Preparation Program please call Ginger Daddona at 610-358-4501*
6. Choose Program Level Type: “**Traditional**”
 - a. If applying for dual certifications (Early Education PK-4 and Special Education PK-8), make sure that both certifications are visible on the application.
7. Remember to enter your **final GPA** from your Neumann University Transcripts. (Do not guess)* This is very important if you are planning to use the sliding scale GPA for Certification.
8. Save application.

Step 3: Certification Information – No further action is needed. Proceed to the next page

Step 4: Complete PDE Survey

Step 5: Work Experience Information – No further action is needed. Proceed to the next page - **do not add any work experience or student teaching experience; even if you currently work in an educational/childcare setting.**

Step 6: Application Requirements and Proof Documents

1. Click “Next”

Application Summary

1. Make sure your content is 100% correct before submitting your application.
2. Check off both boxes for Code of Conduct
3. Click on **“Proceed to Submit”**.
 - a. If the application is incorrect after submission you must contact the Pennsylvania Department of Education at (717) 728-3224.

Payment Processing and Application/Request Submission

1. Select Payment Mode –select **“Pay by Credit Card”**
2. If sending a money order, affirm agreement.
3. Click **“Process Payment and Submit Application/Payment”**

Congratulations! – You have successfully submitted your application for your PA Instructional I Certification!

1. Verify with Neumann University that your online application has been received for the IHE evaluation.
2. Please allow 14-16 weeks for PDE to process your application.
3. When certification is granted, your TIMS Dashboard will show **“Approved”**.

Useful Resources/Links

PA TIMS Help Desk Support Resources: (Harrisburg, PA)

https://remedyweb.state.pa.us/arsys/forms/remedy.state.pa.us/HPDWEB:SubmitWizard/Education_HomePage/?username=PDEUser&pwd=education&mode=Create&cacheid=cfb1168d

If you have any questions concerning the new TIMS system (excluding technical support), please contact:

Ms. Ginger Daddona

Neumann University's Certification Specialist

Email: daddonag@neumann.edu

Phone: 610-358-4501