



TEACHER CERTIFICATION TUTORIAL

TIMS = Teacher Information Management System

BY: Dr. Cindy Ferraro

and

Ginger Daddona

BEGIN AT: [PA DEPARTMENT OF EDUCATION](#)

Begin at the PA Department of Education Home Page (Above Hot Link)

pennsylvania
DEPARTMENT OF EDUCATION

pennsylvania PA

PA STATE AGENCIES ▾ ONLINE SERVICES ▾ --search PA-- → go

Tom Corbett, Governor | Ron Tomalis, Secretary | Contact Us | Help & Support
Professional Standards & Practices Commission | State Board of Education

PDE Search
Google™ Custom Search
Go

Log In
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About PDE
Find an Institution
News and Media
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Act 48 - Continuing Professional Education
Teachers, Administrators and Certifications
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Forms and Documents
Grants and Subsidies
Policies and Procedures
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Welcome to
THE PENNSYLVANIA DEPARTMENT OF EDUCATION

STUDENTS

FAMILIES

TEACHERS

ADMINISTRATORS

HOW IS MY SCHOOL DOING?
Parents and community members can learn more about their schools by visiting the following websites:
Academic Data and School Report Cards
Graduation Rates, Drop Out Rates
Student Progress
Average Daily Attendance by Schools
Contact Information for Schools

State Assessment System
Includes: PSSA, Keystone Exams, Classroom Diagnostic Test, PASA, PAS, PVAAS and National Assessments

Find an Institution

Log In Information

- Once you have registered with the Pennsylvania Department of Education, you will then “Log In” to your account. The Log In will grant access to your information and you will use this account to apply for proper certifications.
- To “Register” simply click on “Register” and follow the prompts.
- **Remember:** You will need this login for every time you wish to check the status of your certification applications & other pertinent information regarding teacher certification (make sure you make note of your Log In and Password for future reference).



Welcome to the Enterprise Portal

Log in to your personalized Portal account.

If you are a citizen and have an existing account, enter your Username and Password. If you are a Commonwealth Employee, or other individual with specialized credentials, please insert the appropriate domain name in front of your username (example: domainname\username).

Username:

Password:

[Log In](#)

If you are a citizen and do not have an account, please click on the Register icon to register for a new account. Once registered, the new account will be activated within 24 hours.

[Register](#)

[Forgot Password?](#)

Forgot your password?



Above is a snapshot of the “Log In” Page
Enter your registered Username & Password



Main Screen Following Log In

The screenshot shows the Pennsylvania Department of Education website. At the top left is the logo with the text "pennsylvania DEPARTMENT OF EDUCATION". A navigation bar contains "pennsylvania PA", "PA STATE AGENCIES", "ONLINE SERVICES", and a search box with "-- search PA--" and a "go" button. Below the navigation bar, a secondary bar lists "Tom Corbett, Governor | Ron Tomalis, Secretary | Contact Us | Help & Support | Professional Standards & Practices Commission | State Board of Education".

On the left is a vertical menu with the following items: "PDE Search" (with a "Go" button), "Log In" (with "Register | Log In Help"), "About PDE", "Find an Institution", "News and Media", "Online Services", "Departmental Offices", "State Board of Education", "Act 48 - Continuing Professional Education", "Teachers, Administrators and Certifications" (highlighted with a red arrow), "Codes and Regulations", "Data and Statistics", "Forms and Documents", "Grants and Subsidies", "Policies and Procedures", and "Programs".

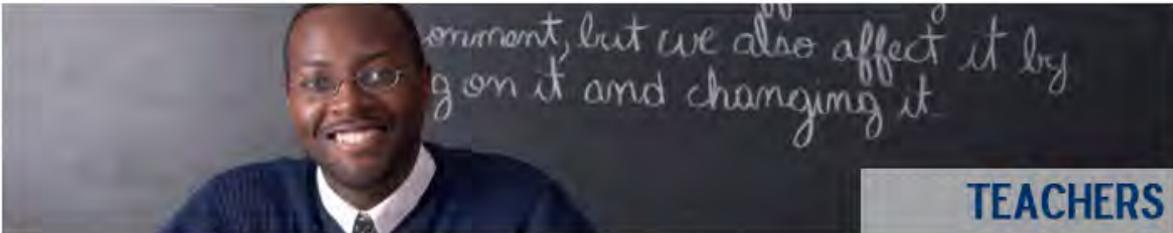
The main content area features a "Welcome to THE PENNSYLVANIA DEPARTMENT OF EDUCATION" message. Below this are four horizontal image banners: "STUDENTS" (showing a student in a graduation cap), "FAMILIES" (showing a family), "TEACHERS" (showing a teacher at a chalkboard with the text "moment, but we also affect it by going on it and changing it"), and "ADMINISTRATORS" (showing a group of people). To the right of these banners is a yellow box titled "HOW IS MY SCHOOL DOING?" with the text: "Parents and community members can learn more about their schools by visiting the following websites: Academic Data and School Report Cards, Graduation Rates, Drop Out Rates, Student Progress, Average Daily Attendance by Schools, Contact Information for Schools".

Below the yellow box are two icons: "State Assessment System" (with a green checkmark icon) which includes "PSSA, Keystone Exams, Classroom Diagnostic Test, PASA, PAS, PVAAS and National Assessments", and "Find an Institution" (with a computer monitor icon).

Next: Click on "Teachers" Icon

Next click on: "TIMS" Icon

Home >> Teachers, Administrators and Certifications



PDE Search
Google™ Custom Search
Go

Log In
Register | Log In Help

About PDE

Find an Institution

News and Media

Online Services

Departmental Offices

State Board of Education

Act 48 - Continuing Professional Education

Teachers, Administrators and Certifications

- Certification Fee Changes
- Application Processing Status and Application Review Focus Periods
- PDE Teacher and Principal Evaluation Survey
- Recent Updates
- ▶ Applications & Forms
- ▶ Background Checks
- ▶ Certification Preparation Programs
- ▶ Certification Staffing Policies (CSPGs)
- ▶ Commonly Asked Questions

Teacher Certification

- [PA Certification](#)
- [Teacher Information Management System \(TIMS\)](#)
- [Application Processing Status](#)
- [Recent Updates to Teacher Certification](#)
- [Applying for Certification & Fees](#)
- [Testing Requirements](#)
- [Certification Preparation Programs](#)
- [Level II](#)
- [Act 48 Continuing Professional Education](#)
- [PA Inspired Leaders \(PIL\)](#)



Notice: The Bureau of School Leadership and Teacher Quality Call Center will now be closed on Tuesdays and Thursdays until further notice. Call Center hours will be Mondays, Wednesdays and Fridays from 8:00 A.M. to 4:30 P.M.

CLICK LOGO TO ACCESS TIMS

You can reach the call center at
717-PA TEACH (728-3224) or 717-787-3356.

Questions/Technical Difficulties?
Please submit a [Remedy ticket](#).

Finding a Teaching Position

- [Background Check Requirements](#)
- [Finding a Position](#)
- [Standard Application for Teaching Positions](#)



Find an Institution

Quick Links

- [Teacher and Principal Evaluation Survey](#)
- [Certification Status Search](#)
- [Professional Standards and Practices Commission](#)
- [Notice of Teacher Certification Actions](#)
- [Initial Preparation Program Review](#)(Chapter 49, 2008-2011)
- [Professional Education](#)
- [Specific Program Approval Guidelines](#)
- [Approved Certification Programs](#)
- [HEOA Title II Reporting](#)

Green Arrow = (Click) User Guides

Red Arrow = (Click) Log Into the TIMS

PDE Search

Google™ Custom Search

Go

Logged In As:
CertSpecialist
Log Off

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Act 48 - Continuing Professional Education

Teachers, Administrators and Certifications

TIMS - Teacher Information Management System

About TIMS

Codes and Regulations

Data and Statistics

Home >> Teachers, Administrators and Certifications >> TIMS - Teacher Information Management System

Teacher Information Management System

TIMS

TIMS Home | Overview | Learn More | User Guides | Help & Support | Training | Access TIMS

Access TIMS

 You must be logged in to access the Teacher Information Management System (TIMS). Need assistance? You may review the User's Guides [here](#).

Log In Status:

Currently Logged In as: CertSpecialist

Access the TIMS application by clicking [here](#)





Next: TIMS Application Dashboard




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TIMS
Teacher Information Management System
Welcome Cynthia Ferraro!
Applicant

[Home](#) | [Messages](#) | [Applications](#) | [Logoff](#) [Help & Support](#)

Welcome to TIMS ! ?

Messages

My New Messages	0
My Inbox	0
My Sent Messages	0

Application(s) In Process

No Application Records Found.

Profile & Settings

[View & Update My Profile](#)

[View My Tests On File](#)

Permit Request(s)

No Permit Request Records Found.

Credential(s)

Credential	Issue Date	Expiration Date	CE Status	Validity Status	
Instructional II Elementary K-6th (2810)	06/01/1994		Active	Valid	Print
Instructional II Social Studies 7th-12th (8875)	09/01/1993		Active	Valid	Print

* denotes a required field.



Verifying Your Test Scores



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Welcome to TIMS !

Messages

My New Messages	0
My Inbox	0
My Sent Messages	0

[Search Messages](#) [Compose New Message](#)

Application(s) In Process

No Application Records Found.

[View All Applications](#) [New Credential Application](#)

Profile & Settings

[View & Update My Profile](#)
[View My Tests On File](#) [Name or SSN Change Application](#)

Permit Request(s)

No Permit Request Records Found.

[Initiate Permit Request Application](#)

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[Update Credential Application](#)

* denotes a required field.



Apply For Certification = Click: **“New Credential Application”**



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[Update Credential Application](#)

* denotes a required field.

Select “Requested Credential Type” = Instructional I (61)
Select Certification Subject Area(s)

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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.

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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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For a complete step by step guide to help you with applying for your PA Certification, please see/click: [“A Knights Guide for Applying for Teacher Certification in Pennsylvania”](#)
(The link will take you to a detailed PDF document)

Things to **Remember** When Applying for Certifications.....

- There is a \$125 Fee when applying for the “**Level I (61) Certification**” in the State of Pennsylvania.
- All candidates are required to apply online via **Teacher Information Management System.**
 - Applicants are required to pay online
 - Debit / Credit during TIMS online application.

Things to Remember...Cont:

- Verify that your online application is 100% complete & error free before submitting for approval.
- The TIMS system **will not** allow the applicant to “**go back**” and make changes to their certification materials once everything has been submitted to PDE.
- If changes are necessary, the applicant **must contact** the PA Department of Education.

Things to Remember...Cont:

- Verify that your application is specifically a Pennsylvania “**Instructional I (61)**” application before finally submitting to the PDE.
- Remember to follow up with the Neumann University Education Department to learn if your online application has been received & properly processed.
- The Department should receive a notification in their TIMS dashboard in order to confirm applications to the PDE.

News: Certification Delivery

- As of 2/9/2012, The State of Pennsylvania will **no longer send** Teacher's Certificates via U.S. Mail.
- Certificates will be available **online** via the TIMS database once the certification process has been completed and approved by the appropriate administrators of Neumann University & the State of Pennsylvania.

Contact Information

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 (8am to 5pm M-F)

Please Note

- Due to the new implementation period of the Teacher Information Management System (TIMS), the information presented on this slideshow may be amended at anytime.
(3/2014)