# STEP BY STEP GUIDE TO SUBMIT YOUR TIMS APPLICATION

If you have not registered for your TIMS account yet, go to step 3 on the Certification webpage for instructions.
https://www.millersville.edu/cert/6-steps-to-certification.php

- Log into your TIMS dashboard using the username and password you created when you registered for your TIMS account. TIMS Login: https://www.mypdeapps.pa.gov/Login/wfKeystoneLogin.aspx
    - Below is a screenshot of a TIMS "*Dashboard*" homepage.

If this is the first time you have logged into TIMS, then you <u>will not</u> have any applications in progress
(That block will be empty).

- Click on "*New Credential Application*" to begin.
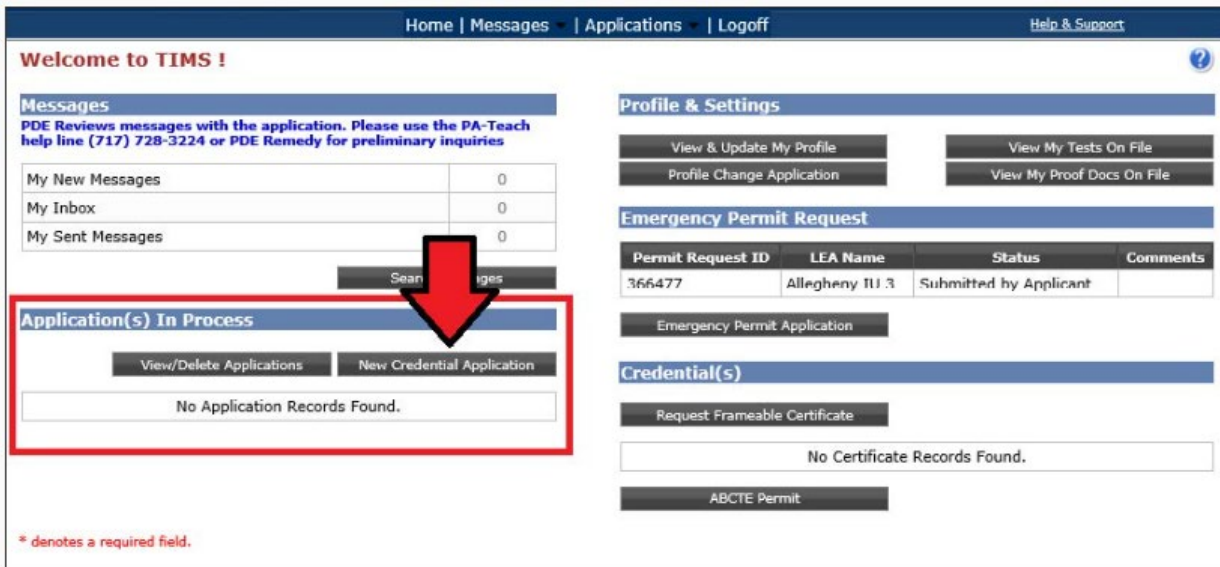
- Select your requested credential type.
    - If this is your first certification – chances are that you are applying for "Instructional 1 (61)".
- Select your certification area by clicking on "*click here to select certification subject area to be requested*".
- A full list of Credential Types and Subject Area Codes can be found on the PDE's website here: Certificates in Pennsylvania | Department of Education | Commonwealth of Pennsylvania

NOTE: Be sure to list ALL certification areas. *DO NOT* add certification areas that you are adding by testing only.

NOTE: If you are entering PK-4 or Middle Level grades 4-8 programs, they are listed beginning under "G" for "Grades…".

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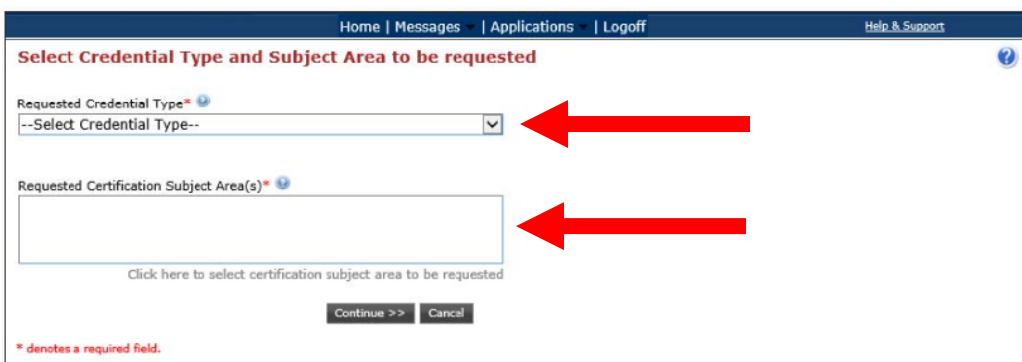
- Answer *ALL* questions and then click on "*Continue*".

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? * — Yes No

Will a Pennsylvania institution verify that you meet certification requirements for the certificate you are applying for? * — Yes No

Are you an active duty member or veteran of the US Armed Forces, or the spouse/surviving spouse of an active duty member or veteran? (Definitions are available at www.education.pa.gov) * — Yes No

Continue >> Cancel

Background Questions –

- Answer the background questions.
- Check the box at the bottom of the page.

Step 1 : Background Questions

< Prev 1 2 3 4 5 Summary Next >

Before continuing with this application, you must respond to each question below.

Question #	Question	Response
1	Have you ever been the subject of a child abuse investigation or reported in this or any other state, territory or country? (If yes, click here for additional instructions). *	○ Yes-Unfounded ○ Yes-Indicated ○ Yes-Founded ○ No
2	Are you currently the subject of any misconduct investigation by an employer? (If yes, click here for additional instructions). *	○ Yes ○ No
3	Have you ever resigned from or otherwise left employment (e.g., settlement or agreement) while allegations of misconduct were pending or under investigation? (If yes, click here for additional instructions). *	○ Yes ○ No
4	Are you currently the subject of a disciplinary complaint or investigation or is there disciplinary action pending by a licensing agency in this or any other state territory or country? (If yes, click here for additional instructions). *	○ Yes ○ No
5	Have you ever had any certificate or license for any profession denied, revoked, suspended, surrendered or received a public reprimand in this or any other state, territory or country? (If yes, click here for additional instructions). *	○ Yes ○ No
6	Have you ever been convicted of a crime classified as a misdemeanor or felony in this state or any other state, territory or country? (For purpose of this question, convicted includes pleas. However, summary offenses do not need to be acknowledged.) (If yes, click here for additional instructions). *	○ Yes ○ No
7	Are criminal charges pending against you, or are you the subject of any inquiry or investigation by a law enforcement agency in this or any other state, territory or country? (If yes, click here for additional instructions). *	○ Yes ○ No

Affidavit

☐ I, _____, certify that the information provided in the these background questions, including all statements and documentation are correct and true. I understand that falsification of any statement or document may result in professional discipline including revocation of my Pennsylvania certificate.*

Demographic Details -

- Fill in your profile information.

NOTE: *DO NOT* use your 'Millersville' email as your primary email account as you will eventually lose access to that email account.

Education Details – Add your Bachelor's degree

- Click on "*Add New*".

NOTE: Millersville may already be listed here, but you still need to add it again.

Post-Baccalaureate applications – you will need to add your Bachelor's degree information as well even if you did not attend Millersville for your original undergraduate degree.

- Click on "*Click here to search*" and search for Millersville. Select Millersville as your Institution.

- Under "*Contact Official Details*" select **Tara Etsell**.

- Answer the questions.
  - Select *YES* if you received a degree at this institution (All BSE students select *YES*).

- Fill in the "*Degree Information*". You will need to fill in your nearest estimation of your GPA.
- Then add your major subject area by clicking on "*Click here to add your Major Subject Area*".

NOTE: If you are a BSE student, your "Degree" GPA and your "Program" GPA are both your cumulative GPA and not your Major GPA.

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The "*Major Subject Area*" is the area of your degree. BSE majors should select the major area that refers to you being in "education" as well as your "subject" area.

- Click on "*YES*" for "*Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution?*"

- Click on "*Click here to add Educator Preparation Program*"

Select your program from the list and fill in the additional information.

NOTE: If you are in a "Dual" certification program like ERCH/SPED, then you will have to enter BOTH "*Educator Preparation Programs*" as separate line items.

NOTE: Remember PK-4 and 4-8 programs are listed beginning under "G" for "Grades…".

Once you have added this information, hit the "*Add*" button, and then click on "*Save*" and "*Next*".

Certification Program Provider Survey –

- Complete the survey, and then click on "*Next*". Please be thoughtful in your responses.

Certification Details –

If this is your first Certification application this area should be blank since you do not hold any Pennsylvania state certifications.

- Click on "*Next*".

Summary Tab –

Be sure to review the entirety of the summary page to make sure everything is correct.

NOTE: At the bottom of the page, there is a box that shows what you are missing or what PDE needs from you in order to process your certification request. It may show "*not received*" even though PDE may already have your test scores on file. To check what PDE has on file, go to your TIMS dashboard homepage screen and click on "*View my tests on file*".

- Do not forget to check the two boxes under "*Code of Conduct*".
- You have almost made it…click on "*Proceed to Submit*"!

Payment –

NOTE: The fee for Instruction I Initial Certification is $200. *(subject to change per PDE)*

- Choose your method of payment.
- If you are paying online with a credit card, select "*Credit Card*" and then fill in your billing information.

- If you are paying with a money order, then click on "*Money Order*"
- Check "*I agree to submit a US Money Order with the coversheet. Failure to do so will delay my application processing*".
- Send your money order with a copy of your coversheet IMMEDIATELY to PDE!

You are almost finished!

- You will not receive another receipt, so if you paid with a credit card, you may want to print this page as your receipt.
- Next, you must print your coversheet by clicking on "*Click here to print the coversheet*"

This is the top of what the cover sheet looks like.

You do not need to send a copy of your coversheet to PDE unless there is something you need to send them to add to your certification packet. Keep a copy for your records.

It is VERY, EXTREMELY, WITHOUT EXCEPTION, HIGHLY recommended that you keep a copy of EVERYTHING you send to PDE. This can be a convoluted and confusing process. You do not want your certification delayed because YOU think you paid for your application and PDE says you did not.

KEEP COPIES OF EVERYTHING YOU SEND TO PDE!!

TIMS EXTRA GUIDE

Here is some of the extra information and processes you have access to through TIMS.

Find your PPID#:

You can find your PPID# any time after you have created your initial account in TIMS by going to the "*View & Update My Profile*" page.

Your PPID# appears right above your name on your profile page.

Check your Test Scores:

You can check your test scores under "*View My Tests On File*".

Change your Profile Information:

You can change your profile information by clicking on "*Profile Change Application*".

Select the appropriate change application from the drop-down list and follow the instructions for making the change.

You may need to upload proof documents in order to complete the change.

Profile & Settings

View & Update My Profile

Profile Change Application

View My Tests On File

View My Proof Docs On File

Emergency Permit Request

Permit Request ID	LEA Name	Status	Comments
366477	Allegheny IU 3	Submitted by Applicant	

Emergency Permit Application

Credential(s)

Request Frameable Certificate

No Certificate Records Found.

ABCTE Permit

Print out your Certificate:

You can view your certificate(s) in the lower right corner of your TIMS Dashboard under "*Credentials*".

Find the appropriate Teaching Certificate and click on "*Print*" then "*Open*".

Once you have opened the teaching certificate, you may:

- Save it as a PDF by going to File – Save As – PDF
  - *~ OR ~*
- Print your certificate to include with your other records and teaching credentials