TIMS Directions for PA Certification Candidates
 Messiah College

Please use this guide as you work through the Pennsylvania Department of Education’s online system (TIMS) for applying for certification. If you have questions, ask before you submit your application. After you click on “submit,” your application cannot be revised.

TIMS works best with Internet Explorer.

Questions: Amanda Sigel at asigel@messiah.edu or 717-691-6031

Accessing TIMS

Go to the PA Department of Education’s (PDE’s) website:

www.education.pa.gov

In the royal blue band at the top of the screen mouse over “Educators” and click on “Certification” from the dropdown. On the page that comes up, click on “TIMS Log In” highlighted in light blue on the right. Notice that Pennsylvania Department of Education with a graduation cap logo is in the upper left corner. Directly beneath that is “MyPDE Suite Application Login Screen.” If you are logging in for the first time, click “Register” in blue to set up your username and password. Now navigate back to the TIMS, also called MyPDE Suite Application Login Screen. TIMS should still be open in another tab unless you previously closed the tab. Log in with your username and password. When you reach a screen with PDE’s logo and TIMS in white title font in the upper left corner, you are “in TIMS!”

The first time you login to TIMS you will be asked to provide your SSN, Date of Birth, Current Official Name, etc. Once you enter this information, you will be given your PPID.

TO AVOID EXTRA COSTS, IT IS IMPORTANT THAT THE NAME THAT YOU USED FOR TESTING IS THE SAME AS THE NAME ON YOUR NEW CREDENTIAL APPLICATION IN TIMS.

New from PDE: Adding One Test Only Subject to the Initial Application
Effective January 1, 2017, in-state applicants may submit one application for the subject area(s) that they have completed approved preparation program(s) and may be issued one additional credential from the list below at no additional cost:

- Instructional Add On Subject*
- Program Specialist ESL*
- Endorsement Subject Areas*

* must meet all requirements

With questions or if you think you qualify for this benefit, contact Amanda Sigel at asigel@messiah.edu. I will provide TIMS instructions specific to your circumstances.
Entering a New Credential Application

Apply in TIMS on the first day of the month of your graduation/program completion or later.

*NOTE: You do not have to complete this application in one sitting. You can save your information at any time by clicking “Save” in the bottom right of the application.

In the bottom left domain, click on “New Credential Application”.

Select a Credential Type:

Education Specialist I (31) for **School Counseling**

Endorsement (58) for **Autism PK-12; Online Instruction Program PK-12**

Program Specialist (86) for **ESL**

Private School – Teacher (1022) for Nursery & Kindergarten (**minored in Early Childhood Education** and applying for private school, not public school, certification)

Instructional I (61) for **all other areas**

Application fee: $100 for an endorsement. Other application types are $200.

Select a Certification Subject Area:

Choose the teacher preparation program area(s) that you have completed while at Messiah. Grades PK-4/Special Ed PK-8 combinations should be submitted on the same application for one fee.

Are you applying to add an additional subject area to an existing Instructional I Credential through testing alone? For everyone prepared by Messiah College for a particular certification area, this will be **NO**. After your initial certification, you may take additional tests to add areas on to your existing certificate. You will apply for each of those areas with a separate application. An exception to this is the one free add-on PA offers. See the paragraph above that starts “New from PDE.”

Will a Pennsylvania institution verify that you meet certification requirements for the certificate you are applying for? **YES** for all Messiah teacher preparation, program specialist, endorsement, and education specialist program completers.

Background questions:

Answer the questions with “yes” or “no”. Be sure to check the box at the bottom that certifies your answers as true.

Applying for a child abuse clearance or reporting a child abuse incident is different from being the subject of a child abuse investigation.

Demographic Details:

Enter your information.
Education Details (Read this entire section before entering Education info):

By searching, add your undergraduate institution as the first record. If you are completing an educational specialist program as a graduate student at Messiah (counseling), you may need to enter your graduate program first. When TIMS asks you to choose a person from Messiah’s certification group, it is fine to choose any one of the names that come up.

(1) Did you receive any Degree from this institution?  Answer YES if you did or will be receiving a degree from that institution. Post-Bacc, CAGS (some counseling), and non-degree graduate education students will answer NO on their Messiah education entity record.

(2) Did you complete the PDE-approved Educator Preparation Program(s) for this subject area(s) at this institution? YES on the Messiah education entity record for all Messiah College program completers.

Enter:

1. Degree

2. Date conferred - Put the month and year you will graduate. Future dates are not accepted. Wait until the first day of the month you will finish to apply.

3. GPA – If you have your final GPA, enter that. If you are applying before your final GPA is available, guess to 2 decimal places. Do not round GPA. When Messiah recommends your application, the final GPA will be corrected, if necessary. Messiah does not calculate an official program GPA, although you may see a number in Degree Works. Please report your major and program GPA as the same number in this instance.

Major subject area for degree: See PA_CIPS document at www.messiah.edu/Certification; two majors can be added in the case of dual certifications. For Grades 4-8, enter elementary or concentration areas for major. If two areas are entered (Grades PK-4/Special Ed or 2 concentrations for middle), you will need to add 2 educator preparation programs.

After you answer that you have completed an educator preparation program at Messiah, look for a link to Add/Edit Educator Preparation Program(s). Enter your program, program level, type, attendance start date (this is the date you first began classes at Messiah-excluding dual enrollment), attendance end date, and GPA.

Post-Bacc and graduate students will add another record for the college where they earned their bachelor’s degree. Be sure to indicate correctly whether or not you completed an educator preparation program at that institution.

Note: Teachers who were certified prior to May 2012 (pre-TIMS) may need to delete and then re-enter their education records in TIMS to complete a new credential application.

Click “Save” and continue.
Work Experience Details:

There may be a section asking for your Related Work Experience. You will not have any related work experience as Student Teaching experience does NOT count. The work experience section is only for PA public school teaching done after you have been certified.

Proof Items:

Although it sounds like PDE wants items from you, they do not. When your application is submitted, I will be able to review it. If I see that something is missing or may cause a delay, I will notify you by email.

One exception: An official transcript and health certificate ARE required if you are applying for Private Academic Nursery/Kindergarten Teacher Certification.

For all others who have completed preparation programs, Messiah College will review your information and recommend you for certification. PDE will not require a transcript from you. Continue on to the next step.

Application Summary:

Review the information to be sure it is correct. Read through the “Code of Conduct” at the bottom of the screen and check the box agreeing with both statements. Click “Proceed to Submit”.

Payment Processing and Application/Request Submission:

Fill in the billing and payment information.

It is easiest to pay the fee using a credit card. If that is not possible, you can also pay by money order.

After you have indicated your method of payment and submitted your application, a link will appear for a cover sheet that you can print. It was once important to send in the cover sheet when a physical signature was needed, but that is no longer the case. Do not send in the cover sheet. If you have questions about your particular case, you can run them by me at asigel@messiah.edu.

Click “Process Payment and Submit Application”.