Abbreviated Guide for Undergraduate students to apply On-Line (TIMS) for PA Certification

Commonwealth University's Office of Teacher Certification recommends that this application be completed the day of or after you have been officially awarded your degree from CU (academic standing on Banner will reflect 'Graduated Student').

Note: Use Internet Explorer or Firefox – TIMS is not programmed to work with Google Chrome or Safari.

1. **Establish PDE Portal Login** – Go to www.education.pa.gov > Hover the mouse over "Educators" > Click "Certification" from the drop-down menu > Click on the green "TIMS Educator Online Certification System" box in the middle of the page > Click "TIMS Log In" then "Register". Complete the registration form. Use permanent personal email address (**not CU or employer issued email**). Wait for confirmation email (it may take up to 24 hours to receive confirmation). This is a one-time process and can be completed prior to graduation.

2. **PPID Notification** - Your PPID is displayed upon completion of the profile. **Write down 7-digist number for future reference.**

3. **Review** - Thoroughly review "Help With TIMS"

4. **Log in to TIMS** - Go to www.education.pa.gov > Hover the mouse over "Educators" > Click "Certification" from the drop-down menu > Click on the green "TIMS Educator Online Certification System" box in the middle of the page

5. **Welcome to TIMS "Dashboard"** - After you successfully logged in click on "New Credential Application" under Application(s) in Progress box in dashboard.

6. **Select Credential Type** - Choose "Instructional 1" from the drop-down menu > Select certification subject area(s) > Answer questions accordingly

7. *Step 1:* **Background Questions** - Answer all questions and check affidavit at bottom of page.

8. *Step 2:* **Demographic Details** - Complete all requested information. **TIP: do not use your CU email address.**

9. *Step 3:* **Education Details** - <u>this page is extremely important, please take your time and read all questions carefully</u>. The area that causes the most confusion is the Education Information so be sure to include: Institution Name, State, Country, Degree Conferred, Major subject area and if attended the Educator Prep Program.
   - Click on **ADD NEW**
     - Institution Name - Type in Lock then hit Search > Select Commonwealth University of Pennsylvania
       - List CU as your only attending institution, even if you have attended other institutions
     - Contact Official: There is only one choice. Once selected it will automatically fill in the information: Tammie Allen
     - "Did you receive any Degree while at this Institution?" Answer 'Yes' (Note: you should not be applying for certification if you have not graduated!)

- Enter **Degree Information**, **Date Conferred** and **Final GPA**
- **Add Major Subject Area** – search for and select the major subject area(s) that most closely matches your program from "click here to add Major Subject Area"
- **Educator Preparation Program** – Answer "Yes" to competing the PDE Approved Educator Preparation Program(s)
- **Add Educator Preparation Program(s)** – Add Instructional 1 Major Area **(TIP-If dual major must input two entries in Prep Program);** Program Level – Undergraduate; Program Type – Traditional; Attendance Dates (enter month and year you actually graduated); Program GPA – enter exact GPA – do not round (your program GPA can be found in Banner > Degree Audit)
- Student Teaching or other educational-support-related positions, do NOT count as teaching experience, do not list it on your application
- **Save** whenever prompted!

10. Step 4: **Certification Program Provider Survey –** complete survey, go to next page
11. Step 5: **Certification Details –** If you do not currently hold any certifications please hit "Next"
12. Step 6: **Proof Items Details –** This will tell you what information still needs to be submitted; go to next page
13. **Application Summary –** look over carefully and make sure all information is correct especially Education – check that all information is showing; answer Code of Conduct questions; then 'Proceed to Submit"
14. **Payment Processing and Application/Request Submission –** Select payment type – money order or credit card. Enter requested information; when done, click on "Process Payment and Submit Application/Payment".
15. **Congratulations!** - your application has been submitted!

Please be sure to check your TIMS inbox daily. PDE will communicate through your TIMS account. You will receive notification that PDE has received your application and is awaiting verification from the IHE (CU). You do not need to do anything further. The status of your application can be checked from your dashboard.

Print certificate from dashboard when status reads "Approved". **No paper certificate will be mailed.**

Your Certification is YOUR Responsibility! You must assume total responsibility for your certification!

Keep record of all test scores (Praxis and/or PECT), courses, credits, and in-service certificates. CU does not keep copies.

If you have questions for PDE call 717-PA-TEACH

If you have questions for CU, please contact Tammie Allen - 570-484-2137 or tallen@commonwealthu.edu