TEACHER CERTIFICATION TUTORIAL
TIMS = Teacher Information Management System

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BEGIN AT: PA DEPARTMENT OF EDUCATION

Begin at the PA Department of Education Home Page (Above Hot Link)
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?
Main Screen Following Log In

Next: Click on “Teachers” Icon
Next click on: “TIMS” Icon
Green Arrow = (Click) User Guides
Red Arrow = (Click) Log Into the TIMS
Next: TIMS Application Dashboard
Verifying Your Test Scores
Apply For Certification =
Click: “New Credential Application”

<table>
<thead>
<tr>
<th>Credential</th>
<th>Issue Date</th>
<th>Expiration Date</th>
<th>CE Status</th>
<th>Validity Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional II Elementary K-6th (2810)</td>
<td>06/01/1994</td>
<td></td>
<td>Active</td>
<td>Valid</td>
</tr>
<tr>
<td>Instructional II Social Studies 7th-12th (8875)</td>
<td>09/01/1993</td>
<td></td>
<td>Active</td>
<td>Valid</td>
</tr>
</tbody>
</table>

* denotes a required field.
Select “Requested Credential Type” = Instructional I (61)
Select Certification Subject Area(s)

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)