Applying for PDE Certification Using TIMS

Last updated: 4/23/2012. PDE may change its system occasionally and these instructions may become outdated. If you notice a problem, or have any questions, please contact Emily Schulz at emschulz@sp2.upenn.edu.

All applications are now submitted online through the TIMS (Teacher Information Management System) website: http://www.PA-TIMS.com.

Returning Users will need to login to the TIMS system to access their record, by clicking on "Log In" at the top of the menu on the left side of the screen.

New Users will need to register in the TIMS system before proceeding with the application process. To register for TIMS:

1. Click on "Register" under "Log In" at the top of the menu on the left side of the screen.
2. Fill in the required fields on the next page and click on the "Register" button.
3. It takes 24 hours to establish an account. Use your SSN to set up the registration screen. Once this is submitted, you will be assigned a PPID and it is this number that you will use to access your records, add certifications, change your name, update your record, etc.

To access the TIMS system after you are logged in to the PDE website:

1. Click on "Certifications" in the menu on the left side of the screen.
2. This will open an expanded menu; click on "TIMS – Teacher Information Management System", which is the last item in the expanded menu list.
3. Click on "Access TIMS" on the far right side of the menu banner that spans the middle of the page.
4. Your login status should say that you are currently logged in. Beneath that, click on the link that says "Access the TIMS application by clicking here".
5. You will be directed to a page that allows you to establish your TIMS profile. Complete the required information on this page, and then click "Continue >>".
6. A message will appear on the screen that gives you your PPID and it is this number that you will use to access your records, add certifications, change your name, update your record, etc. **Make a note of this number!**

When you are logged in to the TIMS system and are ready to start your HSV application:

1. Click on "New Credential Application". This link can be found in two places: 1) as a black button under the "Application(s) in Process" section in the middle of the page; or 2) as a drop down link under the "Applications" heading in the main menu at the top of the screen under the TIMS banner.

2. Under "Requested Credential Type", use the drop down menu to select "Educational Specialist I (31). Under "Requested Certification Subject Area(s)", click on the link below the box that says "Click here to select certification subject area to be requested". Check the box next to "Home and School Visitor K-12th (1850)" and click "Include Selected Certification Subject Area(s) in my Application."

3. Answer both questions that appear on the page:
   a. Most SP2 students will answer "yes" to the question "Did you complete your Educator Preparation Program for the credential type and certification subject area listed above at a single Pennsylvania institution. If you answer "yes" to this question, you must answer "no" to the second question.
   b. Click "Continue>>"
   c. Answer the question "Did you complete your Teacher of Administrator Preparation Program more than 7 years ago"?
   d. Click "Continue>>"

4. Answer all of the question on the following page, and click the checkbox in the "Affidavit" section. Then click "Continue>>".

5. Complete "Step 1: Demographic Information" and then click the black "Next" button.

6. Click "Add New" to complete "Step 2: Education Information"

7. Under the "Institution Name" field, click on "Click here to search" and enter "University of Pennsylvania." The Institution Address fields should populate with the "1 College Hall 34 & Spruce Sts" information.

8. Under "Contact Official Details" select Harris Sokoloff.

9. Answer "yes" to the question "Did you receive any Degree/High School Diploma/GED while at this institution?" Under "Degree/High School Diploma/GED Conferred" use the drop down menu to select "Masters". Enter the date your degree was conferred and your GPA. Under "Search and Select Major Subject Area" select the radio button for "Major Subject Area" and type "Social Work" into the search field and click "search". Social Work (44.07) will appear, and you will click on the "Select" link next to it.

10. Answer "yes" to the question "Did you attend an education preparation program(s) while at this institution?" Click on the "Click to add Education Preparation Program(s)" link under the text field. In the box that appears, make sure the radio button is set to "All Other". Under "Educator Preparation Program Name" use the drop down menu to highlight "Education Specialist I Home and School Visitor K-12th". Under "Program Level" use the drop down menu to select "Undergraduate." **NOTE:** The PA Department of Education has been notified that "Masters" needs to be added as an option, and we are waiting for them to make this necessary correction. Fill in the remaining required fields and click "Save".

11. Answer "Yes" to both of the "Authorization Questions" and click "Save".

12. Review your Education Information on the next page and click "Next".

13. In "Step 3: Certification Information" simply click the "Next" button.

14. In "Step 4: Work Experience Information" you are asked to provide "relevant work experience". Only include **relevant, paid, professional experiences**. Field placements do not count as paid,

professional experiences and should not be included in this section. Most students will leave the "Work Experience Details" section blank, and will click "Next".

15. In "Step 5: Application Requirements and Proof Documents," note that the first table is a list or requirements for the HSV certification. The section on GPA for School Psychologist and School Guidance and Counseling can be ignored, as they are not relevant to the HSV certification. The second table lists the items or documents that will need to be submitted in order to complete your application. Only the "Fee – Money order or credit card" and the "General – Health certificate" are required of HSV applicants. Test scores are not required for HSV applicants, and will not be mentioned on the next page. After reviewing this page, applicants may click "Next."

16. The next page is an application summary, and you should review it and check the two boxes in the "Code of Conduct" section. It is a good idea to print your summary at this point. Click "Proceed to Submit."

17. On the next page, decide whether you want to pay by credit card or money order. Use the drop down menu under "Select the Payment Mode" to indicate whether you are paying by credit card or check. Follow the instructions for your chosen method of payment. Then click on "Process Payment and Submit Application/Request".

18. After you have completed the application, make sure you download and print the coversheet (the page with the bar codes). This cover sheet is also the method by which you submit your physician's signature affirming that you are in good (mental and physical) health. Both you and the physician must sign the original – no faxes or scans of the signatures. Please make a copy of the signed cover sheet, and send it via postal mail or email to Emily Schulz. In this way, we can track the status of your application as it proceeds through the system. You must mail the original to PDE (the address is on the form).

19. Once you've successfully completed the program and application, Penn will log into TIMS and enter the required affirmations. You will receive an email from PDE/Harrisburg with a copy of your certificate. Please note: the *official certificate* is the electronic version that is on the web.