

APPLY DURING THE MONTH OF PROGRAM COMPLETION

Printable Directions for UNDERGRADUATE Students To Apply On-Line (TIMS) for PA Certification

WCU's Office of Teacher Certification recommends that this application be completed during University office hours: 8am-4:30pm (May – August 8am-4pm) so questions can be answered (610-436-2321) *before submitting* the on-line application. (allow 15-20 minutes to complete)

NOTE: PDE highly recommends using Internet Explorer or Firefox to access TIMS. Chrome and Safari users experience technical difficulties, which includes payment processing issues.

1. Establish PDE Portal Login (<https://www.education.pa.gov/Educators/Certification/Pages/default.aspx>). Click on TIMS (green box) click on Personal User then click on "Visit this page to login to TIMS" then click on Register. Complete the registration form. Wait for the confirmation email. It may take up to 24 hours to receive confirmation.
2. **Establish TIMS Profile**; fill in requested information. This is a ONE-TIME process.
3. Follow the above directions to login into TIMS. Enter Username and Password then click on Log-In". (For Log-in help call 1-888-498-8129)
4. **Welcome to TIMS** - click on "New Credential Application" under application(s) in process box in dashboard.
5. **Select Credential Type** - (*choose "Instructional I"* from the drop down menu), select certification subject area(s), and then click "Include Selected Certification Subject Area(s) in My Application"; **if asked** "Are you applying to add an additional subject area to an existing Instructional I Credential through testing alone?" say "no" ; **when asked**, "Will a Pennsylvania institution verify that you meet certification requirements for the certificate you are applying for?" answer "yes". Answer Active Duty/Veteran as appropriate. Then click on "Continue". When asked "Are you sure you want to proceed with this application?" click "yes".
6. **Step 1: Background Questions** - answer all questions and check off affidavit at bottom of page. Click "Next".
7. **Step 2: Demographic Details** – fill in all requested information. **TIP: do not use your WCU e-mail address.** Click "Next".
8. **Step 3: Education Details** – this page is extremely important, please take your time and read all questions carefully. Click on **Add New** and follow the below directions.
 - Institution Name – use the search tool, do not type the information in
 - Contact Official: Ashley Rowe
 - "Did you receive any Degree while at this institution?" Answer "yes"
 - Enter **Degree Information** -*cannot* postdate (input a future date) for "**Date Conferred**"
 - **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** -"Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution?" Answer "yes"
 - **Add Educator Preparation Program(s)** from "click here to add Educator Preparation Program". Program Level "Undergraduate" and Program Level Type "Traditional". **TIP-if dual must input two entries in Prep Program**
 - Save whenever prompted!
9. **Step 4: Certification Program Provider Survey** – complete survey, go to next page
10. **Step 5: Certification Details** – do nothing, go to next page
11. **Application Summary** –look over carefully and make sure all information is correct especially Education – verify that all information is showing; check off both boxes for Code of Conduct; then click on "Proceed to Submit".
12. **Payment Processing and Application/Request Submission** – Choose your payment option (credit card or money order). TIMS does not accept American Express. If you receive an error message before submitting your payment information, wait three hours and try again. Submit your application.
13. **Congratulations!** – the application has been submitted. TIMS may give you the option to upload certain documents directly into your application. If an upload button is not available for a required document, it must be sent through the mail along with the cover sheet. The cover sheet must always be mailed if the money order option was chosen.

You will receive a standard email from PDE stating they have received your application and are awaiting verification from the IHE (WCU). You do not need to do anything further. PDE will send another email when the application is approved. The status of the application can be checked from your dashboard. Print certificate from dashboard when status reads "Approved". **No paper certificate will be mailed.** If you have questions for PDE call 717-PA-TEACH.

Updated 11/12/2019