

APPLY DURING THE MONTH PROGRAM COMPLETED (SUCH AS MAY OR DECEMBER)

Printable Directions for POST BAC Non-Degree Students to Apply On-Line (TIMS) for your PA Certification: WCU's Office of Teacher Certification recommends that you complete this application (takes 15-20 minutes) during University office hours: 8am-4:30pm (May – August 8am-4pm) so you can call us (610-430-4172) *before submitting your on-line application if you have any questions.*

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

1. Establish a Keystone Login <https://www.education.pa.gov/Educators/Certification/Pages/TIMS.aspx>. Select Login to TIMS. Click on "Register Username" under PA Keystone Login. After registration, you will return to the login page to enter your Username and Password and select "Login". For login problems call 877-328-0995.
2. **Establish TIMS Profile;** fill in requested information. This is a ONE-TIME process.
3. **Welcome to TIMS** – click on "New Credential Application" under application(s) in process box in dashboard.
4. **Select Credential Type** (Educational Specialist I; Instructional I; Endorsement or Administrative I depending on your program-if unsure contact the certification office) from the drop down menu, select certification subject area, then click "continue"; **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 PDE approved teacher education or other certification program in Pennsylvania verify that you meet requirements for the certification for which you are applying?" answer "yes". When asked "Are you sure you want to proceed with this application?" click "yes".
5. **Step 1: Background Questions** – answer all questions and check off affidavit at bottom of page.
6. **Step 2: Demographic Details** – fill in all requested information. **TIP: do not use your WCU e-mail address.**
7. **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. (**repeat this; first for undergraduate and second for Post Bacc**)
 - **Institution Name**-use search tool to find your *undergraduate* institution, do not type the information in
 - **Degree Information** enter your *undergraduate* degree information; add major subject area; say "no" to **Educator Prep Program (Save when prompted)**
 - Click on **Add New**
 - **Institution Name** – use the search tool to find WCU, do not type the information in
 - **Contact Official:** Ashley Rowe
 - "Did you receive any Degree while at this institution?" Answer "no"
 - "Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) while at this institution?" Answer "yes".
 - **Add Educator Preparation Program(s)** from "click here to add Educator Preparation Program" **TIP: If dual must input two entries for Prep Program.**
 - Save whenever prompted!
8. **Step 4: Certification Provider Survey** – complete survey, go to next page
9. **Step 5: Certification Details** – do nothing, go to next page
10. **Step 6: Proof Items Details** – usually none required, go to next page
11. **Application Summary** –look over carefully and make sure all information is correct especially the Education section – check 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** – Select payment type -money order or credit card (Visa or MasterCard only). Enter requested information. When done click on "Process Payment and Submit Application/Payment.
13. **Congratulations!** – the application has been submitted. Print, sign, date and mail the coversheet to PDE (address on the bottom of the page) **only if** additional documentation is required and/or if paying by money order.

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. You can also check the status of the application 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 or email ra-edcertquestions@pa.gov.