

APPLY DURING THE MONTH PROGRAM COMPLETED (MAY, AUGUST 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 (610-436-2321) before *submitting* your on-line application if you have any questions.

NOTE: PDE recommends using Internet Explorer or Firefox. Chrome or Safari users experiences payment problems.

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". (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** (Counseling and School Nurse choose Educational Specialist I - all others choose Instructional I 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".
6. **Step 1: Background Questions** – answer all questions and check off affidavit at bottom of page.
7. **Step 2: Demographic Details** – fill in all requested information. **TIP: do not use your WCU e-mail address.**
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. (**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!
9. **Step 4: Certification 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 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** – 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 a copy of the cover sheet. A 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. 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.