Directions for Post-BACC Non-Degree Students to Apply Online (TIMS) for PA Certification

The WCU Office of Teacher Certification recommends that you complete this application (takes 15 – 20 minutes) when our office is open between 8am - 4:30pm (May - August: 8am - 4pm), so you can **call with questions before submitting your online application. (610-430-4172)**

Please apply during the month you complete your program (typically May or December).
Please use Microsoft Edge or Firefox: TIMS is not compatible with Google Chrome or Safari.

1. **Establish a Keystone Login:** 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 any login problems, call 877-328-0995.
2. **Establish TIMS Profile**: fill in the requested information. This is a ONE-TIME process.
3. **Welcome to TIMS**: click on "New Credential Application" under application(s) in the process box in the dashboard.
4. **Select Credential Type** based on your program (Contact the WCU certification office if unsure)
   - Educational Specialist I
   - Instructional I
   - Endorsement
   - Administrative I
   - From the drop-down menu, select the 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?" **Select 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?" **Select Yes.**
   - When asked, "Are you sure you want to proceed with this application?" **Select Yes.**
     - Step 1: **Background Questions**: answer all questions and check off affidavit at the bottom of the page.
     - Step 2: **Demographic Details**: fill in all requested information. **TIP: do not use your WCU e-mail address.**
     - Step 3: **Education Details**: This page is extremely important. Please take your time and read all questions carefully.

       Steps for Undergraduate

       1. Click **Add New**
       2. **Institution Name**: Use the search tool to find your *undergraduate institution*; do not type the information in
       3. **Degree Information**: Enter your *undergraduate* degree information; add major subject area; **Select No** to Educator Prep Program (save when prompted)

       Steps for post-Bacc

       4. Click on **Add New**
       5. **Institution Name**: Use the search tool to find WCU; do not type the information
       6. **Contact Official**: Ashley Rowe
       7. "Did you receive any Degree while at this institution?" **Select No.**
       8. "Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) while at this institution?" **Select Yes.**
       9. Add Educator Preparation Program(s) from "click here to add Educator Preparation Program" **TIP: If dual major, must input two entries for Prep Program.**
       10. Save when prompted!
     - Step 4: **Certification Provider Survey**: Complete survey, go to next page
     - Step 5: **Certification Details**: Do nothing, go to the next page
     - Step 6: **Proof Items Details**: Usually none required, go to the next page
5. **Application Summary**: Carefully review to 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 "*Proceed to Submit*".

Updated 4/21/2026

6. **Payment Processing and Application/Request Submission**: Select payment type (Money Order or Credit Card, Visa or MasterCard only). Enter the requested information. When finished, click "*Process Payment and Submit Application/Payment*".
7. **Congratulations!** Your application has been submitted. Print, sign, date, and mail the coversheet to PDE (address at 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 check the status of the application from your dashboard. Print the certificate from your dashboard when status reads "Approved". **No paper certificate will be mailed**. For PDE questions, please call or email PDE at 717-PA-TEACH or ra-edcertquestions@pa.gov.