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

1. Establish PDE Portal Login (www.education.pa.gov) select Certifications from the Teachers & Administrators menu in the
upper right hand corner, select TIMS (Certification Application System) then click on Register. Complete the registration
form. Wait for confirmation email. It may take up to 24 hours to receive confirmation.

2. Go to the PDE website provided above then “select Certifications from the Teachers & Administrators menu in the upper
right hand corner, select TIMS (Certification Application System) click on Log-In” (for log-in help call 1-888-498-8129)

3. Click on “Access the TIMS application by clicking here” under “Currently Logged on as (your name)”

4. Establish TIMS Profile; fill in requested information. This is a ONE-TIME process.

5. Welcome to TIMS – click on “New Credential Application” under application(s) in process box in dashboard.

6. Select Credential Type (Counseling 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 “yes” only if adding to an existing certificate; 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”.

7. Step 1: Background Questions – answer all questions and check off affidavit at bottom of page.

8. Step 2: Demographic Details – fill in all requested information. TIP: do not use your WCU e-mail address.

9. 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: Gail Habbersett
   - “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!

10. Step 4: Certification Provider Survey – complete survey, go to next page

11. Step 5: Certification Details – do nothing, go to next page

12. Step 6: Proof Items Details – none required, go to next page

13. 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”.

14. 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.

15. Congratulations! – the application has been submitted. Print, sign, date and mail the coversheet to PDE (address on
the bottom of the page) only 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.

Updated 6/26/15