TIMS (Teacher Information Management System)

By following these step by step instructions you will be able to Apply for your Certification through PDE’s TIMS (Teacher Information Management System).

Access the TIMS website on www.PA-TIMS.com

Register – Create a Username and Password

To create your On-Line Application, log back into: www.PA-TIMS.com

Click “Teachers”

Click “TIMS” –

Click “Access TIMS” - tabs at top Right

Click “Access the TIMS application by clicking here” - Bottom of page

Enter your Profile Information

“Continue”

You will be at “Welcome to TIMS”, which is your home page.

Click **New Credential Application**

**Requested Credential Type** - Drop down box and pick your Credential Type – List attached. *(If you are applying for your Initial Certification you will be an (Instructional I (61))*

**Requested Certification Subject Area(s)** – Click here to select certification subject area to be requested - List Attached – You will choose your Major. *(If you are a Dual, ex: Early Childhood/Elementary Ed, Special/Elementary Ed, you MUST add both.)*

If you are applying for your Initial Certification you will answer the following question: “NO”

If you are ADDING ON to an Existing Certification, by testing ONLY, you will answer the following questions: “YES”, otherwise the answer will be “NO”.

- Are you applying to add a new certificate are to an existing Pennsylvania certificate through testing alone?

You must answer the following question “Yes” if you are applying for your Initial Certification:

- 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?

Continue
Background Questions:

Unless you have a Misdemeanor or Higher on your Criminal History – 1-7 will be “NO”

Certify the Affidavit

Continue

Demographic Information – Complete all Red Asterick

If granted a credential, I give my permission to provide demographic information to prospective employers for the purpose of employment – “This is your choice” “Yes or No”

Next

Education Information

“Add New” – Click to Search

When you search for Bloomsburg University – it is listed as Bloomsburg University of PA - Select

Only Add Bloomsburg University for your Initial Instructional I Certification. You are only being Certified from the University that you completed your “Educator Preparation Program”.

Contact Official Details “Angela McCabe” – All the information with automatically be entered after check off her name.

When you are adding your Degree Conferral Date, it cannot be a Future Date, so you will have to wait until the first day of your Graduation Month.

Did you receive any Degree/High School Diploma/GED while at this institution? - “YES”, However; if you are not receiving a Degree, ex: Principal, Supervisory, Counseling, Reading Specialist, you will answer “NO”. BUT, you will need to enter your Major Subject area and your Educator Preparation Program, as followed.

Enter your “Degree Information”

“Click here to add Major Subject Area” – Cip Codes attached – to look up Major Subject Area. If you are a Dual Major, ex: Special/Elementary Education or Early Childhood/Elementary Ed, you MUST add both Major Subject Area’s

Did you attend an educator preparation program(s) while at this institution? – “YES”

Click here to add Educator Preparation Program – There is only an option for Undergraduate – Even if your are a Master’s Student – Check Undergraduate. (If you are a Dual, ex: Early Childhood/Elementary Ed, Special/Elementary Ed, you MUST add both Educator Prep Program.)

You MUST authorize the institution to view your test scores and your current application. – “YES” to both.

Save/Next

If you do not already hold a current Certification or Out of State Certification there will not be any information on this page.
Work Experience Information

ONLY enter this information if you are applying for a Supervisory or Principal Certification – you will complete the Work Experience Information. Supervisory or Principle Certifications are required to have 5 or 3 years work experience. PDE will send a PDE 338V form to the Place of Employment for Verification of Work Experience. This is a required form.

Application Requirements and Proof Documents – These are the requirements for what you are applying for. At this point NOTHING has been received, so you can click next.

Application Summary

Please make sure that all information is correct

“Proceed to Submit”

Payment Processing and Application/Request Submission

Enter ALL Billing Information – you can pay with Credit Card or Money Order.

Process Payment and Submit Application.

CONGRATULATIONS!
Your application has been submitted successfully!

Print for your Records.

You MUST “Click here to print the coversheet”

Once you print out the Cover Sheet, you must make sure that you Check off all the categorys and put in the Number of Documents included. (If any)

If your Praxis scores are not viewable in TIMS, you MUST send a copy of your scores to PDE along with your cover sheet.

Sign and Date

The Second Page of the Cover Sheet has Documents that are required (If Any)

The Third Page if the “Health Certificate” – This must be taken to the Doctors when you receive your Physical. This MUST be an Original Signature by a Licensed Physician, Physician’s Assistant or Nurse Practitioner.

Once all is signed and completed send Money Order (if applicable) and Cover Sheet to:

Bureau of School Leadership and Teacher Quality
Pennsylvania Department of Education
333 market Street, 3rd Floor
Harrisburg, PA 17126
SUBSTITUTE TEACHING LETTERS ARE UPON REQUEST ONLY – EMAIL Angela McCabe with Student ID#, Name and Address.

If you have any questions while you are completing the on-line application, you can contact: Angela McCabe at (570)389-5128 or amccabe@bloomu.edu. Office Hours – Monday thru Friday, 7:30am – 12:00 and 1:00 – 4:00

**CREDENTIAL TYPES**

**Instructional I (61) –**

- Biology 7th-12th
- Business-Computers-Information Technology K-12th
- Chemistry 7th-12th
- Citizenship Education 7th-12th
- Communication 7th-12th
- Early Childhood N-33rd
- Grades 4th – 8th (English Language Arts and Reading)
- Grades 4th – 8th (Mathematics)
- Grades 4th – 8th (Science)
- Grades 4th – 8th (Social Studies)
- Grades PK-4th
- Earth and Space Science 7th-12th
- Elementary K-6th
- English 7th-12th
- Foreign Languages: French, German and Spanish K-12th
- General Science 7th-12th
- Mathematics 7th-12th
- Music K-12th
- Physics 7th-12th
- Reading Specialist K-12th
- Special Education N-12th
- Special Education: Speech and Language Impaired N-12th
- Special Education: Hearing Impaired K-12th
- Special Education PK-8th

**Educational Specialist (31) –**

Elementary, Secondary School Counselor

- Instructional Technology K-12
- School Nurse K-12

**Supervisory (76) –**

- Supervisor: Curriculum and Instruction K-12
- Supervisor: Special Education N-12
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<td>8420</td>
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Special Education: Hearing Impaired K-12th
Special Education PK-8th

**Educational Specialist (31)-Certification Subject Area**

1836  Elementary School Counselor
1837  Secondary School Counselor
1825  Instructional Technology K-12th
1890  School Nurse K-12th

**Supervisory (76)-Certification Subject Area**

2915  Curriculum and Instruction K-12
9215  Supervisor: Special Education N-12th

**Administrative (75)-Certification Subject Area**

1115  Principal K-12

**Program Specialist (86)-Certification Subject Area**

4499  ESL

**MAJOR SUBJECT AREA – Cip Codes**

13.0402  Administration of Special Education
13.1322  Biology Teacher Education
13.1303  Business Teacher Education
13.1323  Chemistry Teacher Education
13.1321  Computer Teacher Education
13.1210  Early Childhood Education and Teaching
13.1337  Earth Science Teacher Education
13.0401  Educational Leadership and Administration, General
13.1003  Education/Teaching of Individuals with Hearing Impairments, including Deafness
13.1012  Education/Teaching of Individuals with Speech or Language Impairments
13.1009  Education/Teaching of Individuals with Vision Impairments, Including Blindness
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<td>Education/Teaching of Individuals in Elementary Special Education Programs</td>
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<tr>
<td>13.1019</td>
<td>Education/Teaching of Individuals in Secondary Special Education Programs</td>
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