

## Applying for Teacher Certification In Pennsylvania

All teacher certifications in the Commonwealth of Pennsylvania are attained using the Teacher Information Management System (TIMS).

Step 1	<p><b>Establish a Pennsylvania Department of Education (PDE) Portal Log-in</b></p> <p>~Navigate to <a href="http://www.education.pa.gov">www.education.pa.gov</a></p> <p>~Scroll down to “I WOULD LIKE TO ...” and click on “Access TIMS.”</p> <p>~Click on Register on the bottom left-hand side of the page (you only have to register 1 time).</p> <p>~Complete the registration form (information with a red asterisk must be supplied, use a permanent email not employee or college, create username). Write your user name so you don’t forget it.</p> <p>~Create Password (case sensitive and you must have: capital letter, lower case letter, number, and symbol). Write your password so you don’t forget it.</p>
Step 2	<p><b>Once you’ve registered, you have to wait for a confirmation email before logging into TIMS. This may take a day or two.</b></p> <p><b>Do not begin the application process until you’ve completed your certification testing:</b></p>
Step 3	<p>Log into the PDE Portal:</p> <p>~Navigate to <a href="http://www.education.pa.gov">www.education.pa.gov</a></p>
Step 4	~Scroll down to “I WOULD LIKE TO ...” And click on “Access TIMS”
Step 5	<b>Enter your user name and password</b>
Step 6	Establish a TIMS profile by filling in the information requested. Note that this is a one-time procedure and in future visits you will be sent directly to the application “dashboard.”. Once you’ve filled in your information correctly, click on the “continue button.”
Step 7	You will be given a PPID – WRITE THIS NUMBER DOWN and then click “OK”
Step 8	<p>You are now at the TIMS “Dashboard” (Homepage). Click on “View &amp; Update My Profile” to update your personal information.</p> <p>~Update your profile by filling in the boxes – gender, address, email address, phone number and an employment participation response is required.</p>
Step 9	Use the “Create a New Application” button on your TIMS Dashboard and follow instructions.
Step 10	FOR HELP and MORE INFORMATION – REVIEW LINKS BELOW

TIMS Handbook: <http://www.education.pa.gov/Documents/Teachers-Administrators/Certifications/TIMS/Getting%20Started%20with%20TIMS.pdf>

Call Center is open Monday, Wednesday and Friday from 8:00 a.m. – 4:00 p.m.; Tuesday Noon – 4:00 p.m. Call 717-PA-TEACH