

HOW TO SUBMIT YOUR TIMS CERTIFICATION APPLICATION

TIPS BEFORE YOU BEGIN

- Use Internet Explorer or Microsoft Edge for best results!
- Go to <https://www.mypdeapps.pa.gov/wfTIMS.aspx>
- Ready?? Let's go...

Log Into www.education.pa.gov

- <https://www.mypdeapps.pa.gov/wfTIMS.aspx>
 - First time users; select “Register Username”
 - Complete the REGISTER form – select the Register box. You will receive a Registration Complete message – Select Continue
 - Go back to the MyPDESuite Application Login Screen
 - Log in using the username and password you just created.
 - Step by step guide can be found here:
<https://www.education.pa.gov/Educators/Certification/Application/UserGuides/Pages/TIMSPersonal.aspx>
 - Returning users; log in

Example: TIMS Log in Screen

pennsylvania
DEPARTMENT OF EDUCATION

pennsylvania PA

TIMS - LOGIN PAGE

Use your personal **Keystone Login** username and password to login

User Name:

Password:

Log In

Powered by
PA KEYSTONE LOGIN

[Register Username](#)

[Edit Account](#)

[Forgot Username](#)

[Forgot Password](#)

Having trouble logging in?
Call the Keystone Login Helpdesk at: [877-328-0995](tel:877-328-0995)

TIMS - Certification Services

Browser Recommendation: Use Edge or Firefox to access the TIMS application.

Logging In: A Keystone Login account is required to access TIMS.

First time login to TIMS: you will be directed to a registration page where you will establish your TIMS profile, connecting your login to your certification records.

Help Desk/User Guides
Are you having trouble logging in to TIMS? Call the Keystone Login Help Desk: [877-328-0995](tel:877-328-0995)

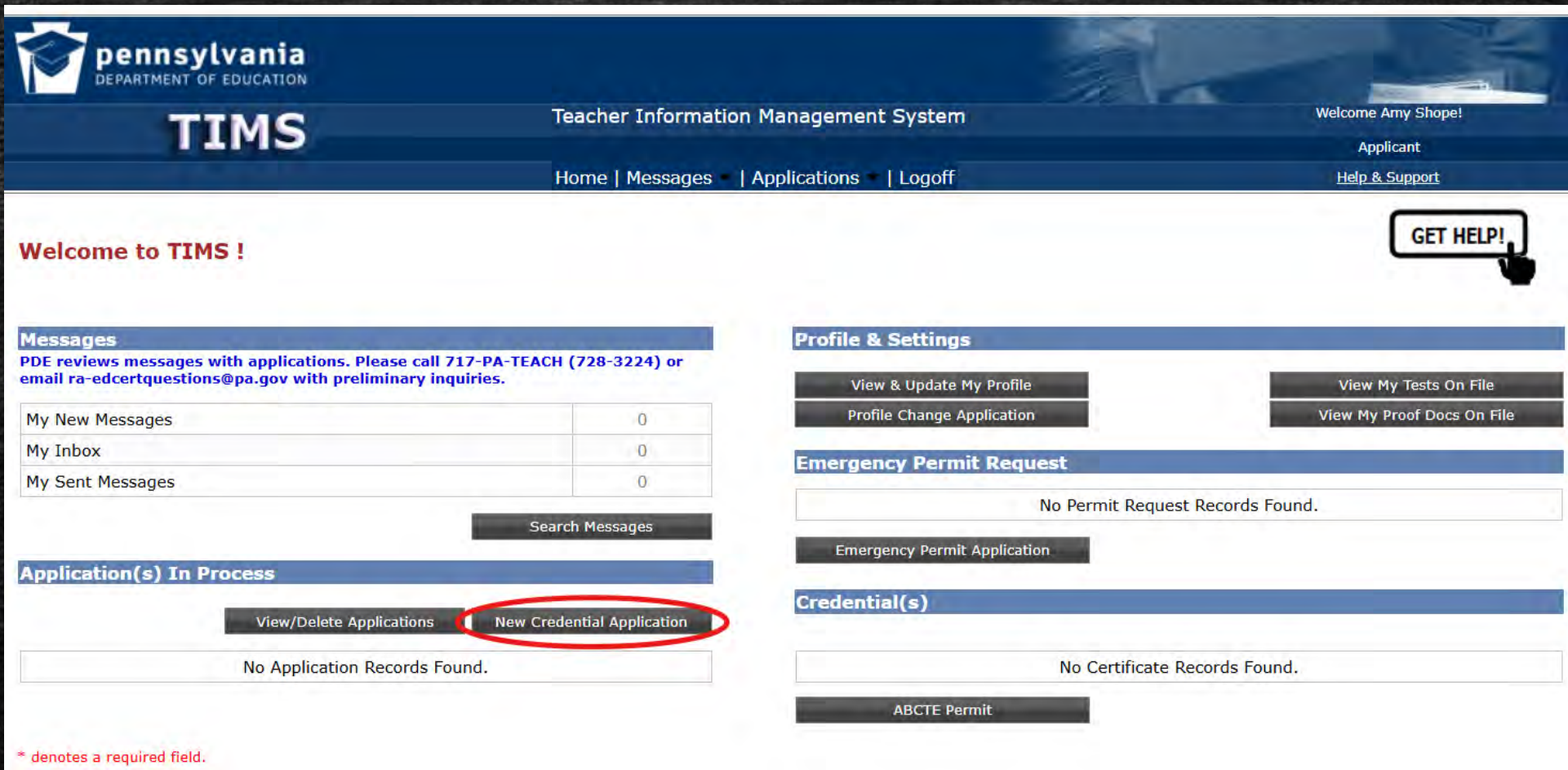
Experiencing an issue while **logged in** to TIMS? Send an email to ra-edcertquestions@pa.gov and include a screenshot and/or the error message.

[Access TIMS User Guides and Answers to FAQs.](#)

Red Circle is the link to click if you are a first time user

TIMS Home Page

- Go to NEW CREDENTIAL APPLICATION



The screenshot shows the TIMS Home Page for Amy Shope. The header includes the Pennsylvania Department of Education logo, the TIMS logo, and the text "Teacher Information Management System". The user is identified as "Welcome Amy Shope!" and "Applicant". Navigation links include "Home | Messages | Applications | Logoff" and "Help & Support". A "GET HELP!" button is visible in the top right.

Welcome to TIMS !

Messages
PDE reviews messages with applications. Please call 717-PA-TEACH (728-3224) or email ra-edcertquestions@pa.gov with preliminary inquiries.

My New Messages	0
My Inbox	0
My Sent Messages	0

[Search Messages](#)

Application(s) In Process

[View/Delete Applications](#) [New Credential Application](#)

No Application Records Found.

Profile & Settings

[View & Update My Profile](#) [View My Tests On File](#)
[Profile Change Application](#) [View My Proof Docs On File](#)

Emergency Permit Request

No Permit Request Records Found.

[Emergency Permit Application](#)

Credential(s)

No Certificate Records Found.

[ABCTE Permit](#)

* denotes a required field.

TIMS – New Credential Application

Select Certification Type – Use the pull-down field to select certification type. Most will be Instructional 1 (61).

Select Subject Area – Use link “Click here to select certification subject area to be requested” and choose your subject area (s). [Dual Majors should add both subject areas here before saving \(dual majors are required to apply for both certifications concurrently\)](#)

You should see: “Your application requires a response to the following preliminary question(s)”

- > Are you applying to add an additional subject area to an existing Instructional I Credential through *testing alone*? [ANSWER: NO](#)
- > Will a Pennsylvania institution verify that you meet certification requirements for the certification you are apply for? [ANSWER: YES](#)

Answer the rest of the questions and click >> [CONTINUE](#).

[Are you sure you want to proceed with this application: YES](#)

Step 1 : Background Questions

Answer questions 1-7

Check Affidavit box

Select NEXT in upper right hand corner (to step 2)

Step 2: Demographic Details

Complete all information on Step 2

Use your [NON-PennWest email address](#) as PDE may need to contact you regarding this application.

Select NEXT in upper right hand corner (to step 3)

Step 3: Education Details

Required Education

- Click **ADD NEW**
- Use the “Click here to search” link and
 - Select **Pennsylvania Western University** (no abbreviations)
 - AUN Number **401637019**
 - Note – DO NOT select the **Pennsylvania Western - Clarion** or **Pennsylvania Western - Edinboro** options even if Clarion or Edinboro is your home campus

- Contact Official Details

- **AMY SHOPE** (California)
- **ERIN LEWIS** (Clarion)
- **PEYTON HUDSON** (Edinboro)

The screenshot shows a web form titled "Add New Record". It is divided into two main sections: "Institution Name*" and "Contact Official Details".

Institution Name*: A text input field containing "Pennsylvania Western University". Below this field is a blue link "Click here to search" circled in red.

Contact Official Details: A dropdown menu with the text "--Select Contact Official Name--".

Institution Address*: A multi-line text input field containing "250 University Avenue".

Address Line 2: A text input field that is currently empty.

Location: A dropdown menu showing "California", a state dropdown menu showing "Pennsylvania", and a zip code input field containing "15419".

Phone: A text input field containing "--".

Email Address: A text input field that is currently empty.

Step 3: Education Details (continued)

- Did you receive any Degree while at this institution? > YES
- Degree: Select BACHELORS or MASTERS
- Date Conferred (MM/YY)
- GPA

Did you receive any Degree while at this institution? * Yes No

Degree Information

Degree*	Date Conferred(MM/YYYY)*	Grade Point Average (GPA)*
Bachelors ▾	05/2025	4.0

Major Subject Area(s)

No major subject area records entered. If applicable, click add major subject area link below.

[Click here to add Major Subject Area](#)

- Use the "Click here to add Major Subject Area" link
 - Search by Major Subject Area and Select Major Subject Area(s) from the list
 - Note: Select the major subject areas that MOST CLOSELY MATCH the content areas of the major program that you completed. Examples:
 - Grades PreK-4 is not in the list of major subject areas, but Early Childhood Education and Teaching is listed
 - Secondary Education Social Studies 7-12 is not in the list of major subject areas, but Social Studies Teacher Education is listed

Step 3: Education Details (continued)

- Did you complete the PDE approved Educator Preparation Program(s) for this subject area at this institution? ANSWER: YES
- Use the "Click here to add Educator Preparation Program" link

Educator Preparation Program

Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution? * Yes No

No Educator Preparation Program records entered. If applicable, click add Educator Preparation Program link below.

Disclaimer: Educator Preparation Program information submitted in this application will be sent to the Pennsylvania preparing institution if the institution holds approval from the Pennsylvania Department of Education to offer the program. The Pennsylvania institution will verify the information submitted and if appropriate submit the recommendation for certification through TIMS. Completion of Educator Preparation Program completed outside of Pennsylvania may require verification from the institution via the PDE338A-College/University Verification Form (Copy of the form will be provided with the coversheet printed at the end of the application process).

[Click here to add Educator Preparation Program](#)

Step 3: Education Details (continued)

- Your program should appear in the Select Educator Prep Program pulldown
 - Program Level – Undergraduate or Graduate
 - Program Level Type – Traditional
 - Add attendance start date MM/YYYY
 - Add anticipated Graduation date MM/YYYY
 - Add Program GPA
 - Click “Add” to add program
-
- Click Save
 - Click NEXT in upper right hand corner (to step 4)

Add/Edit Educator Preparation Program GET HELP!

Add/Edit the Educator Preparation Program you attended while at **Pennsylvania Western University**.

Educator Preparation Program *
--Select Educator Prep Program-- ▾

Educator Preparation Program not in the list above

Program Level* Program Level Type*
--Select-- ▾ --Select-- ▾

Attendance Start Date (MM/YYYY)* End Graduation Date (MM/YYYY)* Program GPA *
/ /

Add **Cancel**

Step 4 : Certification Program Provider Survey

Complete all questions

Select **NEXT** for step 5

Step 5 : Certification Details

In State Certification -

“You currently do not hold any Pennsylvania State Certifications”
will be listed for initial certification candidates

Out-of-State Certification -

Answer Yes or No (if YES, click to add certification info)

Select **NEXT** for Application Summary – **Review Carefully**

TIMS – Application Summary

FEES & PAYMENTS

\$200 unless military affiliated

Complete CODE of CONDUCT questions.

Print application for your records.

Proceed to submit >>

- Payment Processing and Application/Request Submission
 - Select Credit Card
 - Proceed to Payment Vendor Page
 - Click OK to be redirected to secure card payment site.

Do not hit back or you will have to contact customer support which is a very long wait.

Once payment is complete, you will be returned to TIMS. If an application cover sheet is required, you will have the opportunity to print it. You do NOT have to submit any test scores to PDE. If they want anything else, submit it or check with your campus Office of Clinical Experiences.

BEFORE YOU GO....

Please wait until your final grades have been posted and your final GPA has been updated. You do not need to wait until you receive your diploma.

Please complete your application as soon as possible after graduation to avoid any issues with discontinued programs.

It is recommended that you wait to submit your TIMS application until all testing requirements are complete!

Please submit your completed **TIMS Credential Application form to your campus field coordinator or program coordinator**. Your TIMS application will not be processed without it.

NOTE – If you are using your GPA to pass a PRAXIS II/PECT exam – please list which exam(s) and module(s) on your TIMS Credential form to avoid delays in processing.