

# Teacher Information Management System (TIMS)

## Directions for Creating a New Application for Instructional I Certification for Traditional Undergraduates

BEFORE YOU CAN APPLY ONLINE THROUGH TIMS, ALL OF THE FOLLOWING MUST BE MET:

- 1.) You must have passed all of the required tests for certification.
- 2.) It must be the month of your graduation or later.
- 3.) Final grades must be posted on a final transcript.

Register and Log On to TIMS (Note: Please use Internet Explorer or Firefox browsers)

1. Access the PDE Portal page at: [www.education.pa.gov](http://www.education.pa.gov)



4. Click "Next" at the top.

#### Tab 2: Demographic Details

1. Fill out your Demographic Information. Some of the Information will be automatically populated. Please verify.
2. Ignore the "SecureID" field; you may leave it blank.
3. Click "Next" at the top.

#### Tab 3: Education Details

1. Please read carefully and follow all steps! They are ALL extremely critical.
2. Click "Add New."
3. Click "Click here to search" to open the search box. Type Mercyhurst University on the search line
  - a. The system will automatically populate the address information.
  - b. You may leave the Contact Official Details blank.
  - c. Answer the first question "YES" (that you received a degree). Once you select yes, new fields will appear for you to fill in.
    - i. Under degree, select "Bachelor's"; under date, put the month and year of your graduation; fill in your final cumulative GPA with two decimal places (e.g., 3.24)
    - ii. Click to add a Major Subject Area- Select the major subject area that most closely matches your major at Mercyhurst.
  - d. Answer the second question "YES", that you attended an Educator Preparation Program. Please note that if you completed the coursework for more than one subject while at Mercyhurst University and are applying for more than one area with this application (e.g., Early Childhood Education PreK-4 and Special Education PreK-12) you will need to go through these steps twice to add TWO Educator Preparation Program records—one for each subject.
    - i. Click to Add an Educator Preparation Program.
    - ii. For Educator Preparation Program Name, select the appropriate name from the list.
    - iii. Program Level is "Undergraduate."
    - iv. Program Level Type is "Traditional."
    - v. Enter Attendance Start Date (this date is when you entered the major—typically May following your sophomore year).
    - vi. Enter End/Anticipated Graduation Date (this date will be your graduation date).
    - vii. Enter your **Program GPA (this is your cumulative GPA)**. This must match what is on your final transcript.
4. Click "Add" at the bottom.
5. Click "Save" at the bottom.
6. Click "Next" at the top.

#### Tab 4: Survey Questions

Double check the rating numbers – many students say they appear to be backwards.

#### Tab 5: Certification Details

1. This section should be blank (since you do not currently hold any PA certifications).
2. Click "Next" at the top.

#### Tab 6: Proof Items Details

1. Transcripts no longer required.
2. PAPA or CORE testing would be reported here. You may check your scores on file with PDE from your dashboard – "test scores on file." If a test does not show, PDE does not have it.

#### Summary: Application Summary

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1. Check the two boxes regarding code of conduct and verification. DO NOT click the PDE LINK in the paragraph.
2. The only outstanding proof item you need to submit is the Fee.
3. Proceed to Submit

#### Payment and Submission

1. You may pay for your application with a credit card.
  - a. For a credit card, fill in the appropriate information when you are at the payment screen.
2. Please note that you must check the status of your application in your TIMS dashboard. You will receive an email from PDE when your application is approved.
3. The official copy of your certificate will be available in your TIMS dashboard. You can view or print your certificate from TIMS. PDE no longer mails the certificates.

Contact: PDE Assistance for Teacher Information Management System (TIMS)

•Call Center is open Monday, Wednesday and Friday from 8:00 AM –4:00 PM; Tuesday noon –4:00 PM and Thursday from 8:00 AM –noon. Call 717-PA-TEACH (717-728-3224) or 717-787-3356. Live Chat is available when the call center is open.