

TIMS Online Certification Instructions

The certification application system has moved to an online system called TIMS (Teacher Information Management System). You are now required to apply online through TIMS, as well as submit some paper materials through Duquesne. Please see the following instructions about applying through TIMS (it is best to open the accompanying PowerPoint for a visual aid):

Registering

- Step 1. Go to the following website: <http://www.education.state.pa.us>
2. Under “I Would Like To...” Click on “Access My PDE Applications”
3. Click the Register link.
(http://www.portal.state.pa.us/portal/server.pt/community/pennsylvania_department_of_education/7237/p/511013)
4. A screen will come up prompting you to fill out personal information. The red asterisk indicates a required field. Once you fill out the information, click the Register button at the bottom of the screen.

Logging Into the TIMS System

5. On the main Pennsylvania Department of Education website’s (<http://www.education.state.pa.us>) upper left-hand corner, click the Log In link.
6. Log in with the information you created in the Registering section. You will know you are logged in when you see your username in the upper left-hand corner.
7. Click the large TEACHERS banner in the middle of the page.
8. On the next screen, click the TIMS logo in the middle of the screen.
9. To enter the TIMS site, please click the “here” on “Access the TIMS application by clicking here”.

Creating a Certification Application

10. Once you are in the TIMS site, click on the New Credential Application button in the middle of the screen.
11. It will then prompt you to select a Credential Type. The certification types and corresponding degrees we offer are as follows:

Instructional I	<ul style="list-style-type: none"> Biology BCIT Chemistry Early Childhood (old degree, N-3) Elementary English Latin Mathematics Middle Level 4-8 Music Education Physics PreK-4 Reading Specialist Social Studies Spanish Special Education (both old program N-12, and new K-8 and 7-12) Speech and Language Impaired K-12 (Pathology)
Intern	<ul style="list-style-type: none"> Biology Chemistry Elementary English Latin Mathematics Music Education Physics Reading Specialist Spanish
Educational Specialist	<ul style="list-style-type: none"> Elementary and Secondary School Counselor PreK-12 Program Specialist English as a Second Language Instructional Technology School Psychologist
Supervisory K-12	<ul style="list-style-type: none"> Supervisor Curriculum and Instruction Supervisor Elementary Education Supervisor Foreign Language Supervisor Mathematics Supervisor Music Supervisor Reading Supervisor Guidance Services Supervisor Special Education Supervisor Science Supervisor Social Studies
Administrative	Principal K-12
Letter of Eligibility	Superintendent

12. Once a Credential Type is selected, you will click below on the line “Click here to select certification subject area to be requested”.

13. A box will appear on the screen where you may select the certification area(s) you are applying for. If you are applying for multiple certification areas (NOTE: this is only for certifications you have completed a degree or requirements in, not Add On certification), please select all of the subject areas you are applying for.

14. Once selected, two questions will appear. The first question refers to Add On Certification. These instructions are for full certification only. If you are interested in learning more about Add On Certification, you can find it here:

http://www.education.state.pa.us/portal/server.pt/community/instructional_add-ons/8632

So for this question, click No. For the second question, click Yes. Then click Continue.

15. A pop up box will appear asking if you want to proceed. Click Yes.

16. The next screen is a series of Background Questions. If you answer Yes to any of these questions, please contact the Office of Student & Academic Services 412.396.6093, immediately so you know which materials need to be gathered for your application. Once you finish the questions, you will need to click the box under the Affidavit section. Once finished, click Next in the upper right-hand corner.

17. On the next screen, you will need to enter Education Details. If you have applied for Pennsylvania certification before, this page may have those details. If not, you will need to enter your prior college information.

For those applying for Pennsylvania certification for the first time, follow directions 18a-k. For those who already hold certification and are applying for another certification, follow directions 18l-w.

18a. Click the Add New button.

18b. A section called Add New Record will appear. Click the line “Click here to search” under the Institution Name box.

18c. A box will appear that will allow you to search for Duquesne University. Once you find it, click the Select link to the right.

18d. Once selected, the information should auto-populate into the other boxes. If not, you will need to fill out the information.

18e. Under Contact Details, please select Melissa Boston, Cindy Cafaro, Kelly McGinley, or Lisa Patrick. The boxes below will also auto-populate.

18f. Once completed, two questions will appear. On the first question, “Did you receive a Degree while at this institution?”, click Yes and the Degree Information will appear. Fill out these boxes.

18g. There will also be a line [Click here to add Major Subject Area](#). Click this line and a box will appear to search for your major. Click the radio button Major Subject Area, and then enter your degree in the box and search. If multiple majors appear, please choose the one that best describes your program. Click Select on the right to select the major. If you have multiple majors tied to your degree, please repeat the instructions on selecting your Major Subject Area.

18h. On the second question “Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution?”, click Yes.

18i. Click the line at the bottom of the screen “[Click here to add Educator Preparation Program](#)” and a box will appear.

18j. The first box will be your certification area you are applying for. The next is Program Level (Undergraduate or Graduate), then Program Level Type (Always Traditional), then fill out the other boxes and click Add. If you are applying for multiple certification areas, repeat these instructions to add another Subject Area.

18k. Click Save and you will be directed back to the original Education Details screen. If all of the information is correct, click Next in the upper right-hand corner.

*Graduate Students: You must add your undergraduate information on this page as well, even if it is not Education-related. Repeat these instructions; though do not select anyone under Contact Official Details and click No for the question “Did you complete the PDE-Approved Education Preparation Program(s) for this subject area(s) at this institution?”.

18l. Click the Add New button.

18m. A section called Add New Record will appear. Click the line “[Click here to search](#)” under the Institution Name box.

18n. A box will appear that will allow you to search for Duquesne University. Once you find it, click the Select link to the right.

18o. Once selected, the information should auto-populate into the other boxes. If not, you will need to fill out the information.

18p. Under Contact Details, please select Melissa Boston, Cindy Cafaro, Kelly McGinley, or Lisa Patrick. The boxes below will also auto-populate.

17q. Once completed, two questions will appear. On the first question, “Did you receive a Degree while at this institution?”, click Yes and the Degree Information will appear. Fill out these boxes.

18r. There will also be a line [Click here to add Major Subject Area](#). Click this line and a box will appear to search for your major. Click the radio button Major Subject Area, and then enter your degree in the box and search. If multiple majors appear, please choose the one that best describes your program. Click Select on the right to select the major. If you have multiple majors tied to your degree, please repeat the instructions on selecting your Major Subject Area.

18s. On the second question “Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution?” - click Yes.

18t. Click the line at the bottom of the screen “[Click here to add Educator Preparation Program](#)” and a box will appear.

18u. The first box will be your certification area you are applying for. The next is Program Level (Undergraduate or Graduate), then Program Level Type (Always Traditional), then fill out the other boxes and click Add. If you are applying for multiple certification areas, repeat these instructions to add another Subject Area.

18v. Click Save and you will be directed back to the original Education Details screen.

*Graduate Students: You must add your undergraduate information on this page as well, even if it is not Education-related. Repeat these instructions; though do not select anyone under Contact Official Details and click No for the question “Did you complete the PDE-Approved Education Preparation Program(s) for this subject area(s) at this institution?”.

18w. If you are applying for an additional certification (i.e. Special Education, Instructional Technology, etc), and your prior certification area is not showing on the Education Details page, you will need to enter it. You will follow the same instructions as before to add this, **however, on the question “Did you complete the PDE-Approved Educator Preparation Program(s) for the subject are(s) at this institution?”, click No. Even though you did complete it, clicking Yes will create two applications: one for Duquesne University and one for whoever you were certified through before.**

19. Once all of your Education is entered, click the Next button on the upper right-hand corner of the screen.

20. The next screen is a six-question survey regarding your experience at Duquesne University. All answers are required to move to the next step. Once complete, click the Next button on the upper right-hand corner of the screen.

21. The next screen will list your current certifications, if any. If you do have a certification that is not listed on this screen, please contact the State at 717.728.3224 to address this issue. Click the Next button on the upper right-hand corner of the screen.

22. The next screen details all of the requirements for the certification you are applying for. At the bottom of the screen, it will list what has been received and what has not. Click the Next button on the upper right-hand corner of the screen.

23. The Summary Page lists what you have entered for this certification. If it is correct, then click the two boxes under the Code of Conduct and click Proceed to Submit.

24. You can then pay by credit card (\$200) and submit your application by clicking Process Payment and Submit Application.

25. After you have paid and submitted your application online, we will see it in TIMS and begin the verification process on our end. ****Graduate Students: This does include verification from your Program Director/Advisor.** Once we verify that you have met all program requirements, passed all necessary PRAXIS/PAPA tests, and completed Student Teaching (if applicable), we will then verify your application and the State will process your application. This could take up to 4-6 weeks.

26. We do however have a Placeholder Letter Request form. A Placeholder explains to a future employer that you have met all requirements for teacher certification, and at this time, your application is being processed by the State. The language in this letter is directly from the State. To request this letter, please go to <http://www.duq.edu/academics/schools/education/student-academic-services/certification-and-testing>