Navigating TIMS
Online Certification Application

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Logon to PDE
http://www.education.state.pa.us
I tried to cover all of the essential elements in the PA online application. If you get stuck, email me with your question and a phone number to call you and I will get back to you as soon as possible. Folks graduating in May can enter their applications anytime after May 1. After you complete your application I will review it and recommend you to PDE for a certificate. It will take several weeks for the certificate to be approved. Let me know if you need proof of completion for an interview.

You can contact me via email: jcifelli@sju.edu or leave a voice message at 610-660-3482. I am constantly checking for messages, but I have a huge volume so be patient. If you don’t hear from me within 48 hours, send a reminder.

Good luck.
Dr. Joe Cifelli
Fill in all information. Create an ID and Password. Password must contain a capital letter, a number and a symbol (!,#,* etc). Be sure to write down your ID and password.

After you see this screen, Exit. Logon again to the main PDE website.
Login with your new ID and Password.

You should now be logged in with your ID name visible.
Click on Certifications

Click on the TIMS box
Click on Access TIMS →

Click on here →
Enter your information. Be sure it is correct before you click on Continue. Go slow. After you click Continue you will see your PPID number. Write it down.

Write down your PPID Number.
This is your TIMS Dashboard or TIMS Home page. You can always go back to this page by clicking HOME.

Click here to start a new application.
Use this pull down to select the proper credential type:

- Classroom teachers, Special Education and Reading Specialist select Instructional I (61)
- Interns select Intern (51)
- IT Specialists select Educational Specialist I (31)
- ESL select Program Specialist (86)
- Principals select Administrative I (75)
- Supervisors select Supervisory (76)
- Superintendents select Ltr of Eligibility (90)

In the next few slides you will see how the different types appear.

Choose Instructional I for Elementary K-6, Special Education N-12, K-12, 7-12, or Reading Specialist.
1. Choose Intern (51) for all Intern applications.
2. Choose Program Specialist (86) for ESL.
3. Use Administrative I for Principal K-12.
Choose Supervisory (76) for C&I Supervisor, Reading Supervisor or Special Education Supervisor

Click here to add the specific certification(s) you are seeking. You can add more than one if they are of the same credential type, so a double (dual) major can select both Elementary K-6 and Special Education N-12
Look for your specific certification areas and click the boxes on the right. Flip through the pages at the bottom.

Elementary K-6 is on page 2.
Click here to add subjects

Subjects appear here.

Answer the questions. See next slide.

Special Education N-12 is on Page 6
Must answer Yes

See Next Slide

Answer NO to the next 2 questions

Click Continue.
Select Credential Type and Subject Area to be requested

Requested Credential Type

Requested Certification Subject Area(s): 

Click here to select certification

Your application requires a response to the following preliminary questions.

1. Did you complete your Educator Preparation Program for the credential type and certification subject area listed above at a single Pennsylvania institution?
   - Yes
   - No

2. Did you complete your Educator Preparation Program for the credential type and certification subject area listed above at more than one institution (either in Pennsylvania, out of state, or a combination of in state and out of state)?
   - Yes
   - No

3. Did you complete your Teacher or Administrator Preparation Program more than 7 years ago?
   - Yes
   - No

Click Yes

Answer all the background questions...

1. Have you ever been the subject of child abuse investigation or reported in this or any other state, territory or country? (If yes, click here for additional instructions).

2. Are you currently the subject of any misconduct or investigation by an employer? (If yes, click here for additional instructions).

3. Have you ever resigned from or otherwise left employment (e.g., settlement or agreement) while allegations of misconduct were pending or under investigation? (If yes, click here for additional instructions).

4. Are you currently the subject of a disciplinary complaint or investigation or is there disciplinary action pending by a licensing agency in this or any other state territory or country? (If yes, click here for additional instructions).

5. Have you ever had any certificate or license for any profession denied, revoked, suspended, surrendered or received a public reprimand in this or any other state, territory or country? (If yes, click here for additional instructions).

6. Have you ever been convicted of a crime classified as a misdemeanor or felony in this state or any other state, territory or country? (For purposes of this question, convicted includes plea. However, summary offenses do not}
and check the affidavit at the bottom

Your name should appear here.

Click continue

Click Ok
Fill in all information and click Next.

In this section you will add your education. Click Add New to enter your education record.
Select Institution:
- Saint Joseph

Step 2: Education Information:
- Add New Record
- Institution Name: Saint Joseph University
- Address:
  - City: Philadelphia
  - State: Pennsylvania
  - Zip: 19131

Use pull down to select:
- Joseph Cifelli
Answer YES unless you did not get a degree from SJU.

Complete these items.
Now add college major.

Flip through the pages to find a listing that is closest to your field of study in EDUCATION. See next slide for suggestions:
Major subject selection selections:

Elementary: 13.1202 Elementary Education & Teaching

Special Education: 13.1017 and 13.1019

If you are a dual major choose all three above.

7-12 & K-12 candidates-find your subject areas, for example:

13.1302-Art Teacher Education
13.1305-English/Language Arts Teacher Education
13.1315-Reading Teacher Education
13.1316-General Science Teacher Education
13.1311 Math Teacher Education
13.1318 Social Studies Teacher Education
13.1322 Biology Teacher Education
13.1323 Chemistry Teacher Education
13.1325 French Language Teacher Education

Do same for administrative, supervisor or specialist.
Look for your area by flipping through the pages or do a search.

After you select your major subject area(s) will appear here.
This is how a dual major should end up.
Important: Answer YES to this question

Now add Ed Preparation Program(s)

Use this pull down to select your program(s).
For example, Elementary majors will select Instructional I Elementary K-6.

Choose your program level. If the only choice you get is undergraduate, choose it!

Choose traditional, unless you are an intern candidate.
Put in your start and end dates. Can't be a future date unless you are an Intern.

Then click Save.

It should look like this when you are done.

A dual major must add special ed also. See next slide.
Important: Dual majors must show both programs
Answer YES to the questions Then click Save

Sample look for a dual major Click Next

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>State</th>
<th>Degree Confirmed</th>
<th>Date Confirmed</th>
<th>Major Subject Area</th>
<th>Educator Prep Program Attended?</th>
<th>Record Added Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saint Joseph's University</td>
<td>PA</td>
<td>Bachelor's</td>
<td>05/2011</td>
<td>Elementary Ed/Teaching; Teach Elementary Spec Ed; Teach Secondary Spec Ed</td>
<td>Yes</td>
<td>04/10/2012</td>
</tr>
</tbody>
</table>

* denotes a required field.
Make sure the cert(s) you are seeking appear here.

Nothing to do on this page, Click NEXT

Nothing to do on this page, Click NEXT
Nothing to do on this page. Click NEXT.

This is your summary page. Make sure all info is correct. You can go back and make edits if OK, go to bottom of page.

Next slide.
Check the two items here and click Proceed to Submit

Select payment method and complete this page
You can save it for later or print it now. See next slide.
If this is your first certificate in PA, you need to send in the Health Certificate with your coversheet.

Before you quit, go back to your dashboard by clicking on HOME.
Now you should see your application, keep checking back until the status say APPROVED. At that point you will be able to print out your certificate. You can printout this page to show employers that your certificate is in progress.

You can logout now. Congratulations!