

# Directions for Graduation and PA Teacher Certification

1. **Academic Record:** You must obtain an unofficial copy of your transcript on-line at [www.my.pitt.edu](http://www.my.pitt.edu) . **You do not need to return this to the Education Division office. The record is for you and your advisor to review. Please review transcript and look for:**
  - a. Unremoved F/G grades (In your major)
  - b. Accurate GPA
  - c. Transfer Credits (Correct)
  
2. **PA. Dept. of Education APPLICATION FOR PROFESSIONAL CERTIFICATE FORM:** The Pennsylvania Department application system is called TIMS (Teacher Information Management System) *Detailed instructions are below.*  
  
**The code for the University of Pittsburgh at Johnstown with TIMS is “Univ of Pgh at Johnstown.”**
  
3. **CERTIFICATION ONLY:** Any candidate seeking certification only will need to inform the Education Division office (153 Biddle) one month before graduation. This option is typically associated for those completing a post-baccalaureate program option.
  
4. If there is a change in your graduation date please inform the **Office of the Registrar and the Education Division office immediately!**
  
5. Any student receiving a minor please inform the Education Division office.
  
6. **IMPORTANT:** When you have completed your state certification tests (e.g., PAPA or qualifying SAT/ACT scores, PECT, Praxis II) please make sure to give the Education Division office a copy of all of the tests results. **In addition, a copy of your TIMS cover page will need to be placed on file with the Division office. Please do not assume that the testing companies (Education Testing Service/Pearson) or TIMS have sent copies of these documents! All documents should be submitted one month prior to graduation. IF YOU FAIL TO DO THIS, THE DIVISION WILL NOT BE ABLE TO ENDORSE YOUR APPLICATION FOR CERTIFICATION AND YOU WILL NOT RECEIVE YOUR INSTRUCTIONAL I CERTIFICATE.**
  
8. Please contact your advisor in **sufficient time (typically one month prior to the due date)** in order for your advisor to sign the Graduation/Certification form so that he/she can devote proper time to this matter. Since you are student teaching it may be best to call the advisor to set up an appointment.

## Teacher Information Management System (TIMS)

The Teacher Information Management System (TIMS) is the PDE application process designed to replace the Teacher Certification System (TCS) and provide online educator certification services.

Paper certificates will no longer be mailed to you by PDE; therefore, unless you access TIMS you will be unable to print earned credential(s). Thus, we encourage you to follow the steps outlined in this communication and submit the electronic version of your application to facilitate processing of your certification.

### ***Step One – Confirming or Creating Your Education Website Login***

- You may already have an education website login established. If you have an established login go to the [www.education.state.pa.us](http://www.education.state.pa.us) website, click on “Log In” from the navigation bar on the left and enter a “Username” and “Password” that is recognized, you have confirmed your login and may proceed to the next step. (If you have a username but forgot your password, you may retrieve it using the “Forgot Password” link and then confirm your login.)
- To create a login, click on the tiny “Register” link located directly below the “Log In” link on the [www.education.state.pa.us](http://www.education.state.pa.us) website navigation bar. Fill in your first name, last name, street address, city, state, zip code, email address, User ID (username), password, security question, security question answer and other optional information you wish to provide. Be sure to record your User Id and password. The password is case sensitive and should have a combination of numbers, letters, uppercase, lowercase and symbols to be secure. The User Id is NOT case sensitive. Click on the “Register” button to submit your request.

### ***Step Two – Entering a Certification Request***

- TIMS is available now. You may review the application manual that has many screen shots to become familiar with the process. The “TIMS – Teacher Information Management System” link is located on the [www.education.state.pa.us](http://www.education.state.pa.us) website navigation bar under Certifications. There is also a link on the Certifications page. We recommend visiting the TIMS website to view the News and Announcements, for the User Guides (link at the top of the TIMS page), training and to Access TIMS.
- You may use TIMS to enter an application, request name changes, update your address and other contact information, review your certification(s), print copies of your certificate, and to check on the status of an application.
  1. Navigate to the [www.education.state.pa.us](http://www.education.state.pa.us) website.
  2. Log In.
  3. Select the Certifications > TIMS Teacher Information Management Systems symbol in the middle of the page.
  4. Select the **Access TIMS** link located in the banner above the “News and Announcements” section.
  5. If this is your first visit to TIMS, enter your social security number, date of birth and your name.
  6. From the TIMS home pages, or “dashboard”, select the **“New Credential Application”**.

7. Select your certification option from the pull down menu and continue through the application.
9. For Initial Certification, select **“Instructional I.”**
10. For Pitt-Johnstown Early Childhood majors, select “Grades Prek-4” as your certification area. **DO NOT select** “Early Childhood N-3.”
11. For new applications initiated after July 9, 2013, a Health Certificate is NOT required for public Prek-12 certification, even if a statement regarding the Health Certificate may show up on the summary page of requirements. However, if the statement appears, upload a blank Health Certificate or attach a Certificate with a statement that the Certificate is no longer required. If you skip this step, our application will remain as pending.

**DO NOT INPUT A GRADUATION DATE MORE THAN ONE MONTH FROM THE DATE OF INITIATING YOUR APPLICATION PRIOR**

- Pay careful attention to the following when establishing your profile:
- Stop, save your application, and obtain answers to your questions as you proceed through the screens. The user manual, located under the link with the same heading on the <http://www.patims.com> website is the first resource. You may call the PA-TEACH hotline (717 728-3224, option 3) during business hours if needed. Due to heavy call volumes, calls are only answered on Monday, Wednesday, and Friday. Please be prepared for a moderate wait.
- **SELECT CREDIT CARD AS PAYMENT.**
- **You cannot change the application after it is submitted** so check all pages carefully before clicking on the submit button. You can delete a flawed application (use the View All button on the TIMS home dashboard) before it is submitted. PDE cannot correct or return a flawed application once submitted so this is an important step.

***Step Three – What To Do AFTER Submitting Your Application in TIMS***

- After submitting the application to PDE via TIMS you will be prompted to print the coversheet, and may be asked to submit additional documentation. Here are some tips:
- Print the cover sheet and review the proof items (e.g. copy of a marriage license, court order or notarized name change statement, physical form etc...). If you receive a physical form, please see item number 11 above. If your cover page lists the Health Certificate as a missing document, then you should still submit a blank Health Certificate or a Certificate along with a note that the Certificate is no longer required as of July 9, 2013.
- Submit the cover sheet along with a copy of Health Certificate and/or other proof items if required to PDE via the postal service to the following address:

**Bureau of School Leadership and Teacher Quality  
Pennsylvania Department of Education  
333 Market Street, 3<sup>rd</sup> Floor  
Harrisburg, PA 17126-0333**

This address is also on the bottom of the Teacher Certification Application Cover Sheet.

- **Submit a photocopy of your TIMS cover sheet and a copy of your payment receipt to the Education Division Office, 153 Biddle Hall.**
- Your certificate **WILL NOT** arrive in the mail. You will be able to print copies of your certificate anytime you need a copy from TIMS once the application is approved.

#### **OBTAINING ASSISTANCE**

The Applicant User Guide is a great resource. If you have questions or need assistance, submit a Remedy ticket by clicking on the Help and Support link in the upper right corner of the <http://www.education.state.pa.us> website, then scroll down to the “Help Desk Support” link.

Select “Teacher Certification” from the Category drop down menu.

Select “TIMS” as the type.

Select the item “Login or Register” if having trouble with Step 1; “Application - Questions/Request for Information” for assistance with the application.

Thank you for your support and cooperation in this exciting new endeavor.

You can find the link to the TIMS User’s Guide on the Pitt-Johnstown website, under Education, Student Teaching.

<http://www.upj.pitt.edu/globalassets/documents/academics/divisions/education-division/student-teaching/tims-guide.pdf>