

**APPLY DURING THE MONTH DEGREE CONFERRED (MAY, AUGUST OR DECEMBER)**

**Printable Directions for Master's Degree Students To Apply On-Line (TIMS) for Your PA Certification:**  
WCU's Office of Teacher Certification recommends that you complete this application (takes 15-20 minutes) during University office hours: 8am-4:30pm (May – August 8am-4pm) so you can call us (610-436-2321) before *submitting* your on-line application *if* you have any questions.  
**NOTE: Use Internet Explorer or Firefox - TIMS is not programmed to work with Google Chrome or Safari.**

1. Establish PDE Portal Login ([www.education.pa.gov](http://www.education.pa.gov)) select Access TIMS (Certification Application System) from the left side of the page under "I would like to..." then click on Register. Complete the registration form. Wait for confirmation email. It may take up to 24 hours to receive confirmation.
2. Go to the PDE website provided above then select Access TIMS (Certification Application System) from the left side of the page under "I would like to..." Enter Username and Password then click on Log-In" (for log-in help call 1-888-498-8129)
3. **Establish TIMS Profile;** fill in requested information. This is a ONE-TIME process.
4. **Welcome to TIMS** – click on "New Credential Application" under application(s) in process box in dashboard.
5. **Select Credential Type** - Counseling choose Educational Specialist I, all others choose Instructional I from the drop down menu, select certification subject area, click "continue; **if asked** "Are you applying to add an additional subject area to an existing Instructional I Credential through testing alone?" say "no"; **when asked**, "Will a PDE approved teacher education or other certification program in Pennsylvania verify that you meet requirements for the certification for which you are applying?" answer "yes". Then click on "Continue". When asked "Are you sure you want to proceed with this application?" click "yes".
6. **Step 1: Background Questions** – answer all questions and check off affidavit at bottom of page.
7. **Step 2: Demographic Details** – fill in all requested information. **TIP: do not use your WCU e-mail address.**
8. **Step 3: Education Details** – this page is extremely important, please take your time and read all questions carefully. Click on **Add New** and follow below directions. (**repeat this; first for undergrad & second for Post Bac**)
  - **Institution Name**-use search tool to find your *undergraduate* institution, do not type the information in
  - **Degree Information** enter your *undergraduate* degree information; add major subject area; say "no" to **Educator Prep Program (Save when prompted)**
  - Click on **Add New**
  - Institution Name – use the search tool to find WCU, do not type the information in
  - Contact Official: Gail Habbersett
  - "Did you receive any Degree while at this institution?" Answer "yes"
  - Enter **Degree Information** -*cannot* postdate (input a future date) for "**Date Conferred**"
  - **Add Major Subject Area** -search for and select the major subject area(s) that most closely matches your program from "click here to add Major Subject Area"
  - "Did you complete the PDE-Approved Educator Preparation Program(s) for this subject area(s) at this institution?" Answer "yes"
  - **Add Educator Preparation Program(s)** from "click here to add Educator Preparation Program" **TIP: If dual must input two entries for Prep Program.**
  - Be sure to save whenever prompted!
9. **Step 4: Certification Provider Survey** – complete survey, go to next page
10. **Step 5: Certification Details** – do nothing, go to next page
11. **Step 6: Proof Items Details** – none required, go to next page
12. **Application Summary** –look over carefully and make sure all information is correct especially the Education section – check that all information is showing; check off both boxes for Code of Conduct then click on "Proceed to Submit".
13. **Payment Processing and Application/Request Submission** – Select payment type -money order or credit card (Visa or MasterCard only). Enter requested information; when done click on "Process Payment and Submit Application/Payment.
14. **Congratulations!** – the application has been submitted . Print, sign, date and mail the coversheet to PDE (address on the bottom page) **only if** paying by money order.

You will receive a standard email from PDE stating they have received your application and are awaiting verification from the IHE (WCU). You do not need to do anything further. PDE will send another email when the application is approved. You can also check the status of the application from your dashboard. Print certificate from dashboard when status reads "Approved". **No paper copy will be mailed from PDE.** If you have questions for PDE call 717-PA-TEACH.