

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

**Printable Directions for UNDERGRADUATE Students To Apply On-Line (TIMS) for PA Certification**

WCU's Office of Teacher Certification recommends that this application be completed during University office hours: 8am-4:30pm (May – August 8am-4pm) so questions can be answered (610-436-2321) *before submitting* the on-line application. (allow 15-20 minutes to complete)

**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 Certifications from the Teachers & Administrators menu in the upper right hand corner, select TIMS (Certification Application System) 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 Certifications from the Teachers & Administrators menu in the upper right hand corner, select TIMS (Certification Application System) click on Log-In” (for log-in help call 1-888-498-8129)
3. Click on “Access the TIMS application by clicking here” under “Currently Logged on as (your name)”
4. **Establish TIMS Profile**; fill in requested information. This is a ONE-TIME process.
5. **Welcome to TIMS** - click on “New Credential Application” under application(s) in process box in dashboard.
6. **Select Credential Type** - (choose “Instructional I” from the drop down menu), select certification subject area(s), and then click “Include Selected Certification Subject Area(s) in My Application”; **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”.
7. **Step 1: Background Questions** - answer all questions and check off affidavit at bottom of page.
8. **Step 2: Demographic Details** – fill in all requested information. **TIP: do not use your WCU e-mail address.**
9. **Step 3: Education Details** – this page is extremely important, please take your time and read all questions carefully. Click on **Add New** and follow the below directions.
  - Institution Name – use the search tool, 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”
  - **Educator Preparation Program** -“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 in Prep Program**
  - Save whenever prompted!
10. **Step 4: Certification Program Provider Survey** – complete survey, go to next page
11. **Step 5: Certification Details** – do nothing, go to next page
12. **Step 6: Proof Items Details** – none required, go to next page
13. **Application Summary** –look over carefully and make sure all information is correct especially Education – check that all information is showing; check off both boxes for Code of Conduct; then click on “Proceed to Submit”.
14. **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.
15. **Congratulations!** – the application has been submitted. Print, sign, date and mail the coversheet to PDE (address on the bottom of the 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. The status of your application can be checked from your dashboard. Print certificate from dashboard when status reads “Approved”. **No paper certificate will be mailed.** If you have questions for PDE call 717-PA-TEACH.