

The Pennsylvania Department of Education has changed their certification application process from a paper application to an online application. They will no longer accept paper applications. It is, however, important to note that there will be supplemental submissions that must be uploaded or mailed to PDE to complete your application. The requirements vary for each application type, so please carefully review the required items listed as you complete the application process.

Following is the information on how to apply for your Level II certification through the new TIMS (Teacher Information Management System). Please be sure to follow all directions very carefully. When you have successfully completed the application on line, you will be directed to print a "Teacher Certification Application Coversheet" which you will need to include with all other required application materials.

Please do not hesitate to call me if you have any questions.

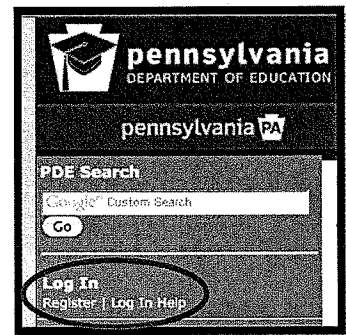
Rita Urian  
412-854-8404  
[urian.rita@bpsd.org](mailto:urian.rita@bpsd.org)

## Teacher Certification Application

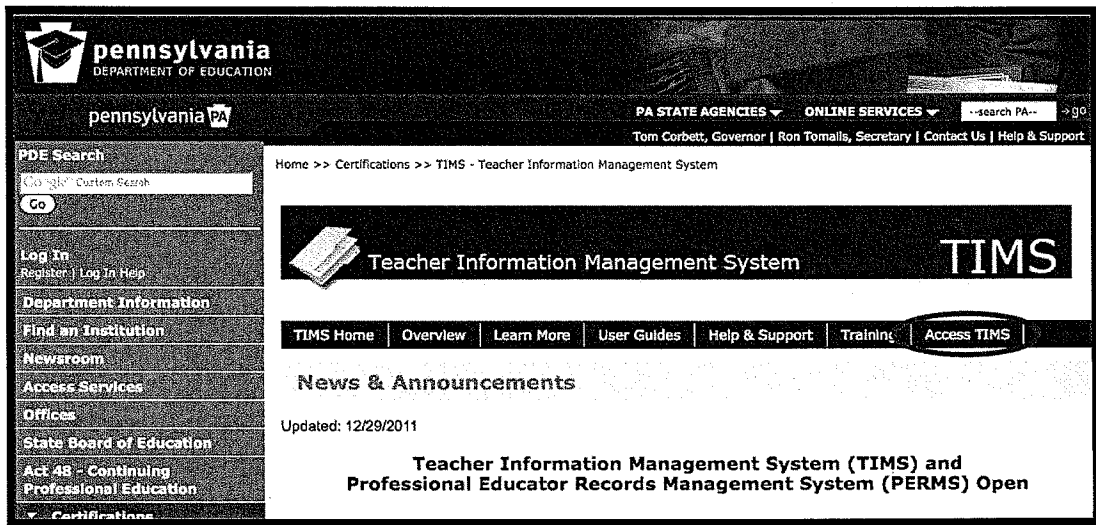
Complete an online application.

### Online Application through TIMS

1. Register for an account on the PDE website  
[www.education.state.pa.us](http://www.education.state.pa.us)  
(if you have not already done so).
2. Once you have created an account on this website you must wait 24 hours for your account to be activated. Once your account has been activated you may login to the site.
3. Go to [www.pa-tims.com](http://www.pa-tims.com)

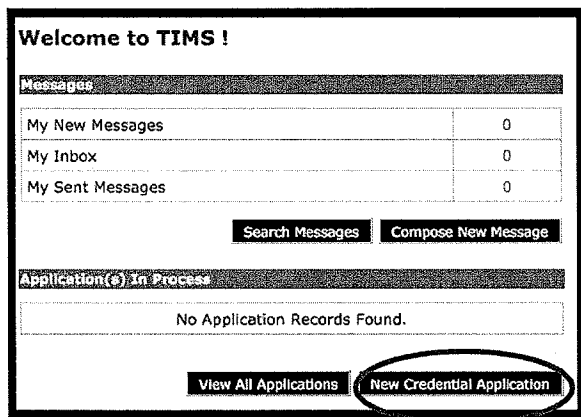


4. Click on "Access TIMS" in the navigation bar at the top of the TIMS page



5. Once you click on "Access TIMS" you will see another link to "Access the TIMS Application: by clicking [here](#)".

6. Click on the "New Credential Application" button.



7. Complete your online application:

**Select Credential Type and Subject Area to be requested**

Requested Credential Type\*  
Instructional I (61)

Requested Certification Subject Area(s)\*  
Elementary K-6th (2810)

[Click here to select certification subject area to be requested](#)

**Your application requires a response to the following preliminary questions.**

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

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

**Continue >>** **Cancel**

\* denotes a required field.

You are applying for an Instructional II application.

8. At the end of the application, you will have to certify that you've read and will abide by the PA Code of Professional Conduct and Practice for Educators and will have to designate a payment method for the \$100 application fee. You will need to either pay with a credit card online or indicate that you will be paying with a money order and mail that with your application materials and coversheet.

**8. Fees & Payments**

Calculated Fees: \$100.00

**Code of Conduct**

The Pennsylvania code of Professional Practice and Conduct for Educators, which may be found on the [PDE Website](#), sets forth the standards for professional practice for Pennsylvania professional educators. All professional educators are expected to conduct themselves in accordance with the Code. Failure to do so may result in professional discipline. Indicate that you have read the code by checking the box below.

I certify that I have read and will abide by the Code of Professional Practice and Conduct for Educators. \*

I hereby certify that all statements, attestations, information, data and documentation contained in this application are true and accurate. I also understand that the authorized electronic signature (User ID and Password) used to submit this application has the same legal validity and enforceability as a written signature. I further understand that any falsification of any statement or document included with my application may result in professional discipline, which may include revocation of my Pennsylvania certificate. \*

**Print** **Proceed to Submit >>**

Disclaimer: Please note the following information in regard to your Social Security Number (SSN) DATA REQUIRED BY THE FEDERAL PRIVACY ACT (5 U.S.C. Section 552a note) AUTHORITY: 24 P.S. Section 1224.

9. After submitting your application, you will arrive at a confirmation screen with a link that will allow you to print the coversheet that you must submit with your support documents when submitting to the state.

**pennsylvania**  
DEPARTMENT OF EDUCATION

**TIMS** Teacher Information Management System

Welcome Fiona Seels!  
Applicant

Home | Messages | Applications | Logoff Help & Support

**Congratulations!** [Back to Home](#)

Your application has been submitted successfully!

**Application ID:** 689047  
**Application Status:** Submitted for IHE/LEA Verification  
**Payment Type:** Money Order  
**Payment Amount:** \$100.00  
**Payment Date:** NA  
**Payment Confirmation Number:** MO689047.40919.6279725926  
**Action Required From you:** If any action is required from you, instructions will be provided below.

**This application requires documentation to be mailed to PDE. Please follow the instructions below.**

1. [Click here to print the coversheet.](#) This coversheet lists all the documents to be sent.
2. Attach all supporting documents to coversheet.
3. Send coversheet and all supporting documents to PDE at the following address:  
Bureau of School Leadership & Teacher Quality  
Pennsylvania Department of Education  
333 Market Street, 3rd Floor  
Harrisburg, PA 17126-0333

\* denotes a required field.

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10. Send all required materials as requested in TIMS PDE .

11. Health certificates are not required for Level II applications.

**For Help See Applicant User Guides for working in TIMS**

<http://www.education.state.pa.us/portal/server.pt/community/TIMS/20476/page/1039597>