

INTRODUCTION TO THE  
Teacher Information  
Management System  
(TIMS)  
*for Guest Teachers*

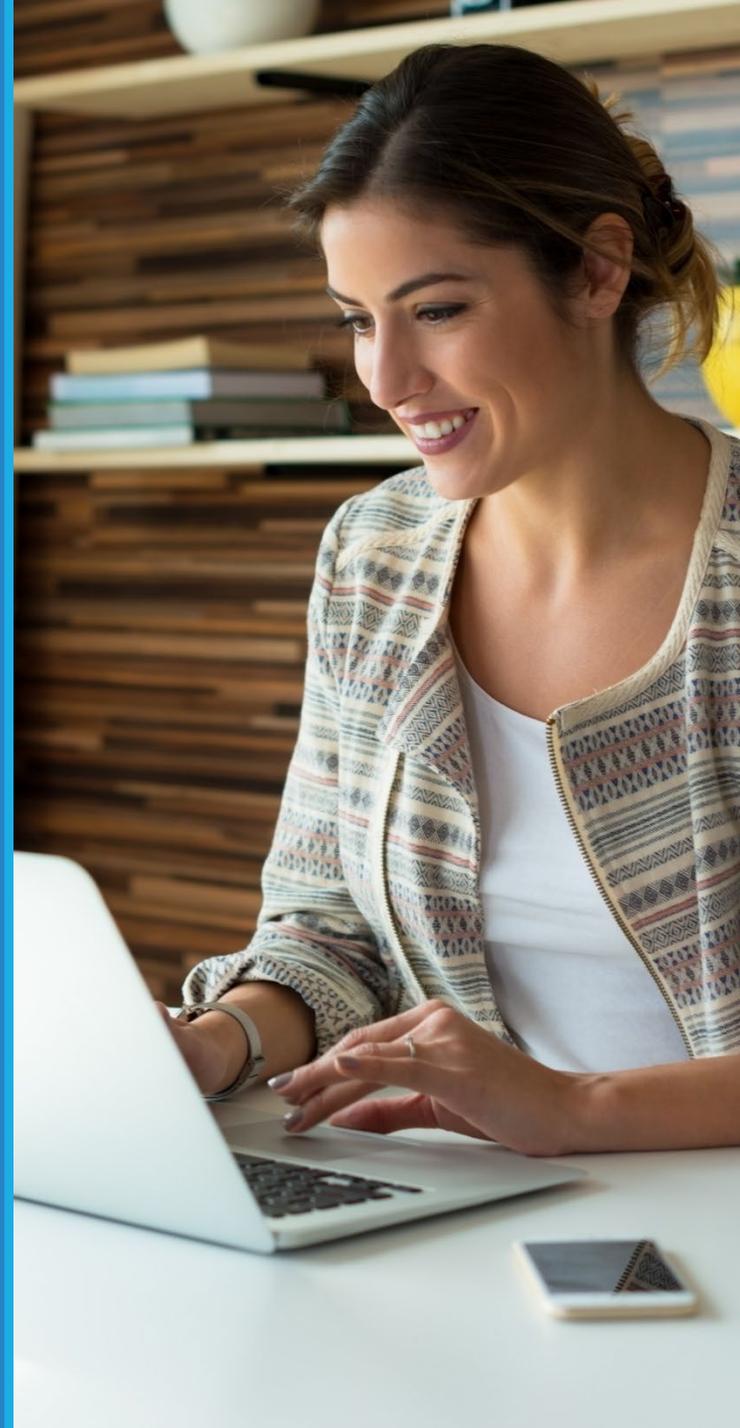
# BEFORE BEGINNING...

Please use

**Internet Explorer** or

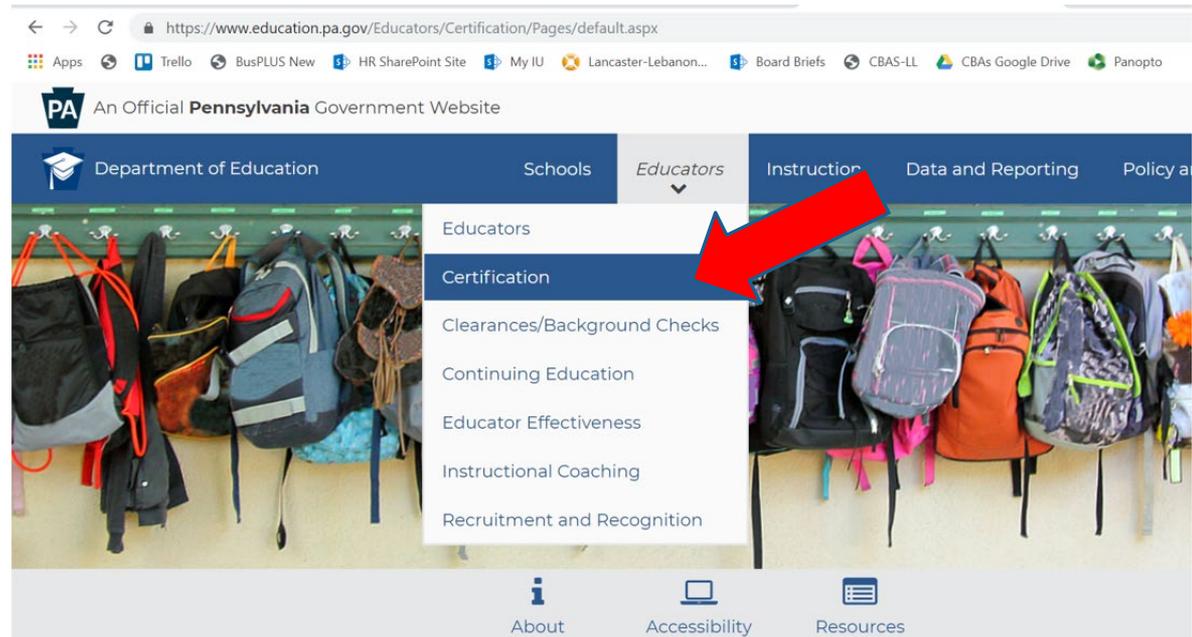
**Firefox** browser

to access TIMS.



# STEP 1 : Log in to TIMS

- Go to PDE's home page at [www.education.pa.gov](http://www.education.pa.gov)
- Click on **Educators**
- Select **Certification**



Select TIMS Educator Online Certification System



Click on Personal User



Select Login to TIMS



Click on Login to TIMS

## STEP 1 continued: Log in to TIMS

- Select TIMS Educator Online Certification System
- Click on Personal User
- Select Login to TIMS
- Click on Login to TIMS

Pennsylvania Department of Education > Educators > Certification

## Certification

Welcome to the Division of Certification Services webpage! All of the information and resources you need to become a certified educator in Pennsylvania can be found on this page.

TIMS  
Educator Online Certification System

## Teacher Information Management System (TIMS)

What is TIMS? A one-stop shop that offers a variety of certification functions for educators, school administrators, and the public. How can you use TIMS? See below.

**Personal User** - for individuals who need to apply for teacher certification, access their personal TIMS dashboard, view and update personal information, print a copy of their teaching certificate, and do additional functions as a current or future educator.

**Provisioned User** - for individuals who serve as a TIMS administrator, for local education agencies (LEA), and for institutions of higher education (IHE).

TIMS also provides the public with access to view educator records.

TIMS users may experience technical difficulties while attempting to make payments through the system. We are working with the vendor to resolve this issue as quickly as possible.

Personal User

Provisioned User

## TIMS - Information for Personal Users

Welcome to TIMS, Pennsylvania's online certification system - a one-stop shop for individuals who need to apply for teacher certification, access their personal TIMS dashboard, view and update personal information, print a copy of their teaching certificate, and perform additional functions as a current or future educator.

**Current processing time: approximately 4 weeks** (once your application reaches "awaiting evaluation" status).

Login to TIMS

Help/User Guides

## TIMS Login Information and Resources

Login to TIMS

Use Internet Explorer or Firefox to access TIMS. Chrome and Safari users may experience technical difficulties, which includes payment processing issues.

Are you a first-time TIMS user?

- Review this step-by-step guide before attempting to login.
- Access a guide or watch a brief YouTube video to learn how to complete your certification in TIMS.

## STEP 1 *continued*: Log in to TIMS

- Enter your **Username** and **Password** to log in to TIMS
- Click on **Log In**
- If necessary, please utilize ‘Forgot Username’ and ‘Forgot Password’ to retrieve login information

**TIMS - LOGIN PAGE**

**TIMS**  
Use your Keystone Login username and password to login to TIMS

User Name:

Password:

**Log In**

Powered by  
**PA KEYSTONE LOGIN**

[Register Username](#)  
[Edit Username](#)  
[Forgot Username](#)  
[Forgot Password](#)

Keystone Login HelpDesk: [877-328-0995](tel:877-328-0995)

**TIMS - Certification Services**

Browser Recommendation: Use Internet Explorer 11 or Firefox to access the TIMS application.

Logging In: A Keystone Login account is required to access TIMS.

First time login to TIMS: you will be directed to a registration page where you will establish your TIMS profile, connecting your login to your certification records.

Help Desk/User Guides  
Having trouble logging in to TIMS? Call the Keystone Login Help Desk: [877-328-0995](tel:877-328-0995)

Experiencing an issue while logged in to TIMS? Send an email to [ra-edcertquestions@pa.gov](mailto:ra-edcertquestions@pa.gov) and include a screenshot and/or the error message.

[Access TIMS User Guides and Answers to FAQs.](#)

## STEP 2: Establish your TIMS Profile:

- Complete your social security number, date of birth, official name, and citizenship status then click on **Continue**



### Establish Teacher Information Management System (TIMS) Profile

This one time registration process requires the following information to be provided:

1. If you hold a PA certificate, enter the information that was provided at the time of issuance of your latest PA certificate.
2. If you do not hold a PA certificate, enter your SSN, Date of Birth, and Current Official Name as it appears on legal documents.

\* SSN:

\* Confirm SSN:

\* Date of Birth (MM/DD/YYYY):  /  /

\* Official First Name:

\* Last Name:

Middle Initial:

\* Citizenship Status:

APPLICANTS: Please note the following information 552a note) AUTHORITY: 24 P.S. Section 1224.

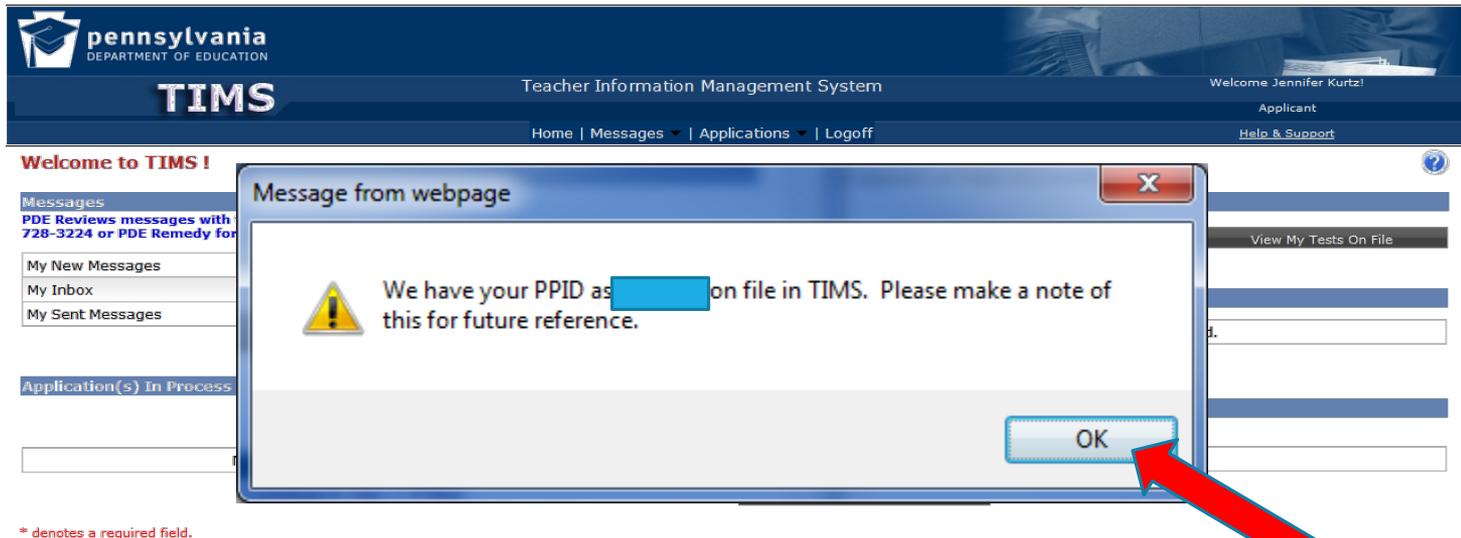
REQUIRED BY THE FEDERAL PRIVACY ACT (5 U.S.C. 552a)

US Citizen  
Lawful Permanent Resident (Green Card Holder)  
Non-Immigrant US Visa Holder  
Other

[Privacy Policy](#) | [Security Policy](#) | [Employment Opportunities](#) | [Contact Us](#) | [FAQ](#)

## STEP 3: Your PPID

- You will receive your PPID number (Professional Personnel Identification). Record this number and keep it in a safe place.
- Click **OK** to continue.



The screenshot displays the TIMS (Teacher Information Management System) interface. At the top, the Pennsylvania Department of Education logo is visible, along with the text "pennsylvania DEPARTMENT OF EDUCATION" and "TIMS Teacher Information Management System". The user is identified as "Welcome Jennifer Kurtz! Applicant". Navigation links include "Home | Messages | Applications | Logoff" and "Help & Support".

A message dialog box titled "Message from webpage" is overlaid on the screen. It contains a yellow warning icon and the text: "We have your PPID as [redacted] on file in TIMS. Please make a note of this for future reference." An "OK" button is located at the bottom right of the dialog box, with a red arrow pointing to it.

Below the dialog box, a red asterisk indicates a required field: "\* denotes a required field."

# STEP 4: Emergency Permit Application

**pennsylvania**  
DEPARTMENT OF EDUCATION

## TIMS

Teacher Information Management System

Welcome Jennifer Kurtz!  
Applicant

Home | Messages | Applications | Logoff

Help & Support

**Welcome to TIMS !**

**Messages**  
PDE Reviews messages with the application. Please use the PA-Teach help line (717) 728-3224 or PDE Remedy for preliminary inquiries

My New Messages	0
My Inbox	0
My Sent Messages	0

Search Messages

**Application(s) In Process**

View/Delete Applications | New Credential Application

No Application Records Found.

\* denotes a required field.

**Profile & Settings**

View & Update My Profile | Profile Change Application | View My Tests On File | View My Proof Docs On File

**Emergency Permit Request**

No Permit Request Records Found.

Emergency Permit Application

**Credential(s)**

Request Frameable Certificate

No Certificate Records Found.

ABCTE Permit

- You will be directed to your TIMS Home Screen (also known as the Dashboard)
- Click the **Emergency Permit Application** button on the dashboard to begin your application

# STEP 5: Demographic Details

- Complete required fields denoted with a red asterisk
- Click the **Next** button when you have completed this screen
- *Note: leave the field PA Secure ID blank*

## Emergency Permit Application

### Step 1 : Demographic Details

Navigation: < Prev | 1 | 2 | 3 | 4 | 5 | Next >

PPID: [ ] PA Secure ID: [ ]

Name Prefix: [--Select--] Last Name: [ ] First Name: [ ] MI: [ ] Name Suffix: [--Select--]

[To request a name change, click here](#)

Social Security Number: [ ] Gender: [--Select--] Birth Date (MM/DD/YYYY): [ ]

[To request a SSN change, click here](#)

Same as Residence Address

Residence Address\*: Address Line 1: [ ] Address Line 2: [ ] City: [--Select--] Zip: [ ]

Mailing Address\*: Address Line 1: [ ] Address Line 2: [ ] City: [--Select--] Zip: [ ]

Note: Primary Communication will be via email.

Primary Email Address\*: [ ] Confirm Primary Email Address\*: [ ]

Secondary Email Address: [ ] Confirm Secondary Email Address: [ ]

Phone Number (at least one phone number)\*: Home: [ ] Work: [ ] Cell: [ ]

Citizenship Status: US Citizen

[To request a Citizenship change, click here](#)

If granted a credential, I give my permission to provide demographic information to prospective employers for the purpose of employment.

Yes  No

\* denotes a required field.

# STEP 6: Certification Details

- You may leave this page blank.
- Click the **Next** button at the top of the page to continue

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## Emergency Permit Application

### Step 2 : Certification Details

< Prev 1 2 3 4 5 Next >

#### In-State Certification

You currently do not hold any Pennsylvania state certifications.

*Note: If you have PA certifications that are not listed above, please call the Pennsylvania Department of Education at (717) 728-3224 for assistance.*

#### Out-of-State Certification

There is no out-of-state certification information on file for this Applicant. Click the Add New button below to add certification.

Click "Add New" to add a new out-of-state certification record.

Add New

\* denotes a required field.

# STEP 7: Affiliation Details

- You must affiliate with the educational institution (in this case, IU13) requesting the emergency permit. If IU13 is not already listed as an affiliation on this screen, click the **Add New Affiliation** button and follow instructions on the next slide.
- If you have already affiliated with IU13, simply click **Next** and skip to Step 8 of these instructions.

## Emergency Permit Application

### Step 3: Affiliation Details

< Prev 1 2 3 4 5 Next >

#### Add Affiliation with Pennsylvania education agency

Institution Name	Address	Affiliation Start Date	End Date	
Lancaster-Lebanon IU 13	1020 New Holland Avenue, Lancaster, PA - 17601	02/06/2012		<a href="#">Edit</a>
Berks County IU 14	PO Box 16050, Reading, PA - 19612	02/01/2012		<a href="#">Edit</a>

Click "Add New" to add an affiliation.

Add New Affiliations

\* denotes a required field.



STEP 7 *continued*:

## Affiliation Details–Adding a new Affiliation

- If you selected **Add New Affiliation**, the page will expand
- Select the **LEA** radio button
- Select **Click here to search** for Lancaster-Lebanon IU13
- **Select** Lancaster-Lebanon IU13

### Add Institution Affiliation

IHE  LEA

Institution Name\*

Click link below to search institution

[Click here to search](#)

Institution Address

Address Line 1

Address Line 2

City

--Select--

Zip

\* denotes a required field.

**Search Institution**

Search and select Institution to be included

Lancaster

Search

AUN Number	Institution Name	
113362303	Eastern Lancaster County SD	<a href="#">Select</a>
113363807	Lancaster County CTC	<a href="#">Select</a>
113364002	Lancaster SD	<a href="#">Select</a>
113000000	Lancaster-Lebanon IU 13	<a href="#">Select</a>

Cancel

view my (YYY)\*

STEP 7 *continued*:

## Affiliation Details—Adding a new Affiliation

- Enter an **Affiliation Start Date** using the *current date*. Do not use a date in the past.
- An authorization end date is not required and should be left blank.
- When you have finished, click the **Save** button.

### Add Institution Affiliation

IHE  LEA

Institution Name\*

Lancaster-Lebanon IU 13

[Click here to search](#)

Institution Address

1020 New Holland Avenue

Address Line 2

Lancaster

Pennsylvania

17601

Affiliation Start Date(MM/DD/YYYY)\*

Affiliation End Date(MM/DD/YYYY)

Save

Cancel

\* denotes a required field.

# STEP 7 *continued*: Affiliation Details—Adding a new Affiliation

- Click **Next** at the top of the page to continue

## Emergency Permit Application

### Step 3 : Affiliation Details

< Prev 1 2 3 4 5 Next >

#### Add Affiliation with Pennsylvania education agency

Institution Name	Institution Type	Address	Affiliation Start Date	End Date	
Lancaster-Lebanon IU 13	LEA	1020 New Holland Avenue, Lancaster, PA - 17601	12/09/2011		<a href="#">Edit</a>
Donegal SD	LEA	1051 Koser Rd, Mount Joy, PA - 17552	06/27/2018		<a href="#">Edit</a>
Manheim Central SD	LEA	281 White Oak Rd, Manheim, PA - 17545	08/21/2017		<a href="#">Edit</a>

# STEP 8: LEA Selection

- Click on the checkbox to select Lancaster-Lebanon IU13
- Click **Next** at the top of the page to continue

## Emergency Permit Application

### Step 4 : LEA Selection

< Prev 1 2 3 4 **Next** >



Select LEA for whom you want to send this request.

Institution Name	Address	Affiliation Start Date	End Date	
Lancaster-Lebanon IU 13	1020 New Holland Avenue, Lancaster, PA - 17601	02/06/2012		<input checked="" type="checkbox"/>
Berks County IU 14	PO Box 16050, Reading, PA - 19612	02/01/2012		<input type="checkbox"/>

\* denotes a required field.



# STEP 9: Background Questions

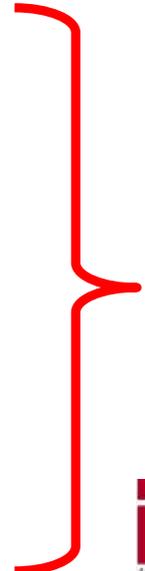
- Answer each background question carefully and accurately. (Answering any of these questions incorrectly or dishonestly will significantly delay the processing of your emergency permit.)

## Step 5 : Background Questions

< Prev 1 2 3 4 5 Next >

Before continuing with this application, you must respond to each question below.

Question #	Question	Response
1	Have you ever been the subject of child abuse investigation or reported in this or any other state, territory or country? <a href="#">(If yes, click here for additional instructions).</a> *	<input type="radio"/> Yes-Unfounded <input type="radio"/> Yes-Indicated <input type="radio"/> Yes-Founded <input type="radio"/> No
2	Are you currently the subject of any misconduct investigation by an employer? <a href="#">(If yes, click here for additional instructions).</a> *	<input type="radio"/> Yes <input type="radio"/> No
3	Have you ever resigned from or otherwise left employment(e.g., settlement or agreement) while allegations of misconduct were pending or under investigation? <a href="#">(If yes, click here for additional instructions).</a> *	<input type="radio"/> Yes <input type="radio"/> No
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? <a href="#">(If yes, click here for additional instructions).</a> *	<input type="radio"/> Yes <input type="radio"/> No
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? <a href="#">(If yes, click here for additional instructions).</a> *	<input type="radio"/> Yes <input type="radio"/> No
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 purpose of this question, convicted includes pleas. However, summary offenses do not need to be acknowledged.) <a href="#">(If yes, click here for additional instructions).</a> *	<input type="radio"/> Yes <input type="radio"/> No
7	Are criminal charges pending against you, or are you subject of any inquiry or investigation by a law enforcement agency in this or any other state, territory or country? <a href="#">(If yes, click here for additional instructions).</a> *	<input type="radio"/> Yes <input type="radio"/> No



## STEP 10:

# Code of Conduct and Certification of Accuracy

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- Read the Code of Conduct and click the boxes stating you have read and will abide by the code and certify all information in the application is accurate.

### 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 and I agree to report immediately any changes to the information provided on the application including any changes to my responses to the background questions. I also understand that any falsification of any statement or document included with my application or my failure to report any changes may result in professional discipline, which may include revocation of my Pennsylvania certificate. I further 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. \*

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## STEP 11: Affidavit

- Read the affidavit, review your responses to the background questions, and click the box stating you have read and agree to the statement.
- **Please note:** *The requirements numbered in blue are not related to the Type 06 emergency permit for day-to-day substituting.*
- When you have finished, click the **Initiate Permit Request** button to submit your Emergency Permit Application.

**Affidavit**

certify that the information provided in the these background questions, including all statements and documentation are correct and true. I understand that falsification of any statement or document may result in professional discipline including revocation of my Pennsylvania certificate.\*

**If issued a Type 01 Emergency Permit (permit) or Act 97 Waiver (waiver) I will complete the requirements set forth below:**

1. I will enroll in a state approved certification program in the area for which the permit or waiver is granted (program).
2. I will remain continuously enrolled and complete the following credits each year until I no longer have a permit or waiver or until I complete the program:
  - a. Permit granted August 1 through December 31 - 9 credit hours by July 31 of the following year
  - b. Permit granted January 1 through June 1 - 6 credit hours by July 31 of that year.
3. I will meet any testing requirements.

By submitting this application I agree to the terms listed above and authorize the affiliated institution to view my application and profile information.

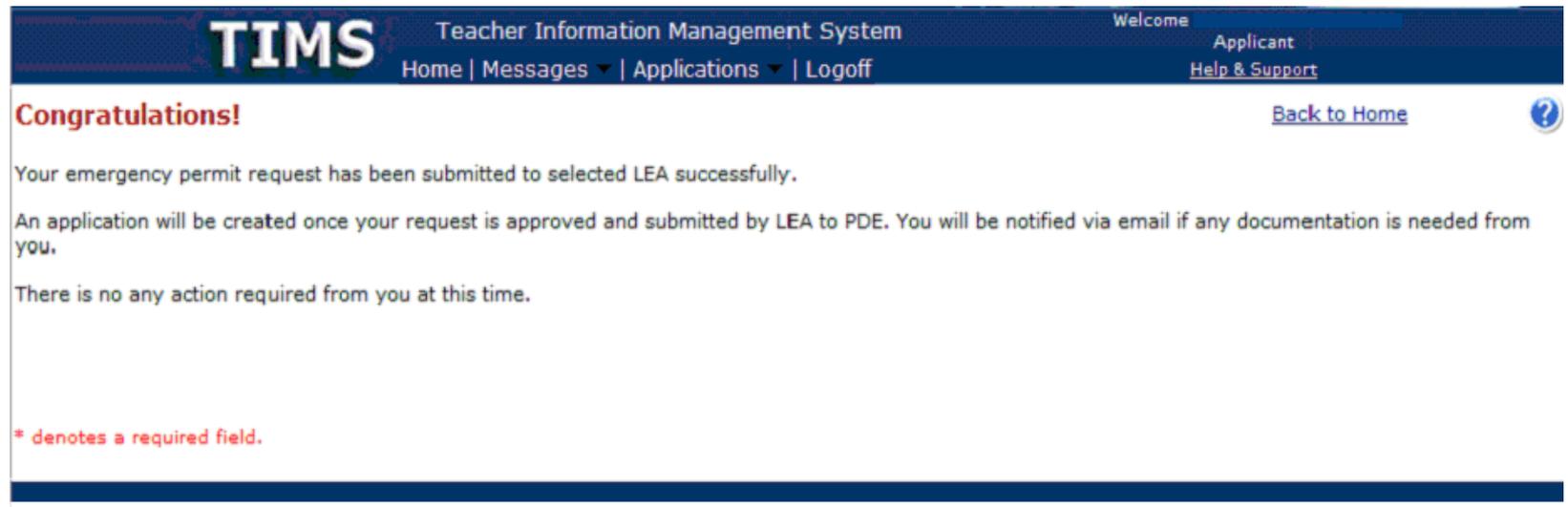
**Initiate Permit Request**

\* denotes a required field.

## STEP 12: Emergency Permit Application Confirmation

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- You will then see a confirmation that your request has been submitted.
- IU13 will notify you after your Emergency Permit has been processed by the Pennsylvania Department of Education.



**TIMS** Teacher Information Management System Welcome  
Home | Messages ▾ | Applications ▾ | Logoff Applicant  
[Help & Support](#)

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

Your emergency permit request has been submitted to selected LEA successfully.

An application will be created once your request is approved and submitted by LEA to PDE. You will be notified via email if any documentation is needed from you.

There is no any action required from you at this time.

\* denotes a required field.



Thank you  
for your  
continued service!

**iu13**

Questions? Contact [gtt@iu13.org](mailto:gtt@iu13.org) or 717-606-1800