

Frequently Asked Questions

IU13 Guest Teacher/Substitute Renewal Process

What is required to renew my emergency permit?

Emergency permits are valid for one school year and expire on July 31 regardless of the date of issuance. Guest Teachers are required to renew their emergency permit in order to continue as a day-to-day substitute teacher. The requirements to renew an emergency permit include submitting an online emergency permit application in the Teacher Information Management System (TIMS), completing an online Substitute Preference Form, and submitting a \$25 renewal fee.

If you are a former substitute whose emergency permit has lapsed, please contact Annette White in the IU13 Human Resources Office for information on reactivating your emergency permit: (717) 606-1800 or annette_white@iu13.org.

What is TIMS? How do I submit an emergency permit application online through TIMS?

TIMS stands for Teacher Information Management System, an online system implemented by the Pennsylvania Department of Education (PDE). TIMS provides a way for PDE to collect and manage data related to professional educators, certifications, etc. Emergency certified substitute teachers must enter an emergency permit application online as part of the annual substitute renewal process. Step-by-step instructions on entering the emergency permit application in TIMS are available on the IU13 website.

I have already initiated a permit request in the TIMS system for the upcoming school year, per instructions provided by IU13. Now what?

Complete the IU13 online renewal and submit the \$25 renewal fee to IU13. Once received, IU13 will process your permit request, wait for PDE approval, and supply your substitute information to the school districts and/or STS as selected on your preference form.

How will I know when my emergency permit is approved?

The status of your emergency permit request through TIMS is visible from your TIMS dashboard and can be checked at any time. IU13 will also notify substitutes (via email when possible, or via US mail) when the permit is approved and the substitute's information has been shared with their selected school districts. No paper copy of the permit will be provided.



Do I need to redo my clearances, physical, and TB test to renew as a substitute?

If you have substituted in your chosen districts during the previous school year, and are not making any changes to your preferences for the upcoming school year, you DO NOT need to redo your clearances, physical, and TB test.

However, if you did not work in a selected district during the previous school year, and wish to be eligible for work there in the upcoming year, you will need to provide current clearances, physical, and TB test. Current clearances and physical must be less than a year old; current TB test less than three months old. You may access forms to update your clearances, physical, and TB test on the IU13 website under the Guest Teacher/Substitute Program. Completed documents should be submitted to IU13 Human Resources.

Who can I contact for more information about the IU13 Substitute Renewal Process?

You may contact any of the following individuals with further questions or if you need assistance. We welcome your questions and are here to help!

Annette White
Program Support Liaison
annette_white@iu13.org
(717) 606-1800

Stephania Belessis
Substitute Supervisor – HR Generalist
stephania_belessis@iu13.org
(717) 947-1665