

Frequently Asked Questions IU13 Guest Teacher Renewals

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 online.

If you are a former substitute whose emergency permit has lapsed, please contact subrenewals@iu13.org or 717-947-1960 for information on reactivating your emergency permit.

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 online 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 has been 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 you are not making any changes to your preferences for the upcoming school year, you DO NOT need to submit updated clearances, physical, and TB test to IU13.

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 at [Employment Forms/Clearances](#). Completed documents may be submitted to subrenewals@iu13.org or mailed to IU13 Substitute Renewals, 1020 New Holland Avenue, Lancaster, PA 17601.

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

Should you have any questions or concerns, please feel free to reach out to subrenewals@iu13.org or call 717-947-1960. We welcome your questions and are here to help!