

## Registration and Application Instructions for Non-Certified Educators

**Step 1:** Go to [www.education.pa.gov](http://www.education.pa.gov)

**Step 2:** On the left side of the page under “I WOULD LIKE TO...” click “Access TIMS (Certification Application System)”



**PDE PARTNERS**

- State Library
- State Board of Education
- Professional Standards & Practices Commission

**I WOULD LIKE TO...**

- Access My PDE Suite
- Access TIMS (Certification Application System)



**NEWS**

- Department of Human Services to Refine Keystone STARS Program
- Departments of Health and Education Propose Changes to Pennsylvania's School Immunization Requirements
- Department of Education Releases 2015 School Performance Profile Scores and Keystone Exam Results



**Step 3:** If you need a username and password, click “Register”. After completing the registration process, enter your username and password and “Log In”

If you already have a username and password, “Log In”



### MyPDESuite Application Login Screen

Welcome to the application login screen to access your personalized account.

If you are a citizen and have an existing account, enter your Username and Password. If you are a Commonwealth employee, please insert the appropriate domain name in front of your username (example: **cwopalusername**).

**Username:**

**Password:**

If you are a citizen and do not have an account, please click on the Register link to register for a new account.

[Register](#) | [Forgot Password](#) | [Profile](#)

**Step 4:** The first time you log in you will need to enter required information in order to create a new Professional Personnel ID (PPID) or link to an established PPID



# TIMS

## 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:

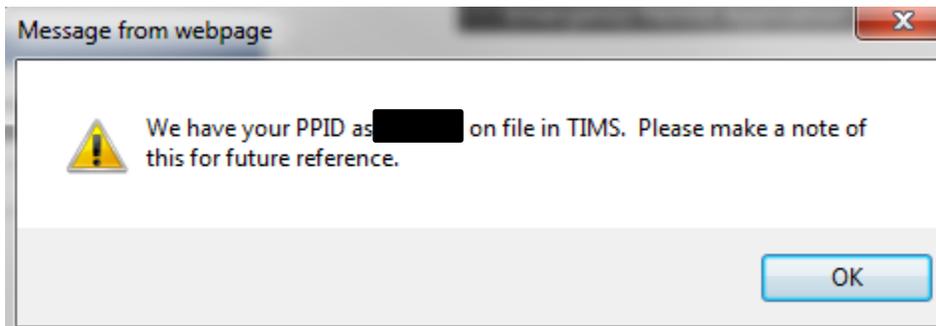
Middle Initial:

\* Citizenship Status:

APPLICANTS: Please note the following information 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.

Continue >>

After clicking "Continue", you should get this message



Step 5: On your TIMS dashboard click "New Credential Application"



## Step 6: Select “Non-Certified Educator Designation (2000)” as the Requested Credential Type

Select Credential Type and Subject Area to be requested

Requested Credential Type\*   
Non-Certified Educator Designation (2000) \* DO NOT USE THIS APPLICATION TO APPLY FOR AN EMERGENCY PERMIT\* NOTE: ON STEP 5, YOU ARE REQUIRED TO ENTER AN ASSIGNMENT WITH YOUR CURRENT EMPLOYER

## Step 7: Select “Non-Certified Educator PK-12 (20000)” as the Subject Area

Requested Certification Subject Area(s)\*   
Non-Certified Educator PK-12 (20000)  
[Click here to select certification subject area to be requested](#)  


Step 8: Click “Continue”, then click “Yes” to the question “Are you sure you want to proceed with this application?”

Step 9 Background Questions: Answer the required background questions, check the box at the bottom under “Affidavit” then click “Next”

### New Credential Application

Credential Type : Non-Certified Educator Designation  
Subject Area : Non-Certified Educator PK-12 (20000) Application ID: 899659  
Application Status: Incomplete

Step 1 : Background Questions

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

Question #	Question	Response
1	Have you ever been the subject of a 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 the 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

#### Affidavit

I, Joe Test, 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.\*

## Step 10 Demographic Details: Enter the required demographic information then click “Next”

### New Credential Application

Credential Type : Non-Certified Educator Designation  
Subject Area : Non-Certified Educator PK-12 (20000)

Application ID: 899659  
Application Status: Incomplete

#### Step 2 : Demographic Details

PPID: 0417259 PA SecureID: [Redacted]

Name Prefix: [Redacted] Last Name: [Redacted] First Name: [Redacted] MI: [Redacted] Name Suffix: [Redacted]

To request a name change, click here

Social Security Number: [Redacted] Gender: Male Birth Date(MM/DD/YYYY)\*: 10/7/1978

To request a SSN change, click here

Residence Address\* [United States] 333 MARKET ST Address Line 2 HARRISBURG Pennsylvania 17126

Mailing Address\* [United States] 333 MARKET ST Address Line 2 HARRISBURG Pennsylvania 17126

Note: Primary Communication will be via email.

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

Secondary Email Address [Redacted] Confirm Secondary Email Address [Redacted]

Phone Number (at least one phone number) \*  
Home: 717-214-3439 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 11 Education Details: At least one education record is required. If one already exists, click “Next”; if not click “Add New” and add your highest level of education.

### New Credential Application

Credential Type : Non-Certified Educator Designation  
Subject Area : Non-Certified Educator PK-12 (20000)

Application ID: 899659  
Application Status: Incomplete

#### Step 3 : Education Details

Please correct the following error!

- At least ONE education record is required.

No education records entered, click the Add New button

Click "Add New" to add a new education record.

**Add New**

\* denotes a required field.

## Click the hyperlink “Click here to search” in order to search the list for your institution.

#### Add New Record

Institution Name\* [Redacted] [Click here to search](#)

Institution Name [Redacted]

Institution Address\* [Redacted]

Address Line 1 [Redacted]

Address Line 2 [Redacted]

City [Redacted] Zip [Redacted]

Contact Official Details

First Name [Redacted] Last Name [Redacted]

Phone [Redacted] Email Address [Redacted]

Save Cancel

If you cannot find your institution, check the box next to “Institution not in the list above”, type your institution in the available space and click “Include”

## Select Institution

Search and select institution to be included

No records found for entered search criteria. Modify your search criteria and try again.

Institution not in the list above

Note: Enter complete institution name. Do not enter abbreviations.

You must then select “Country” and enter the Institution Address (only for U.S. institutions), then click “Save”

**Add New Record**

Institution Name*	Contact Official Details
PDE University	First Name Last Name
<a href="#">Click here to search</a>	Phone Email Address
Select Country*	
United States	
Institution Address*	
333 Market St	
Address Line 2	
Harrisburg	Pennsylvania 17126

Click “Next”

Step 12 Certification Details: Click “Next” unless you want to add an Out of State certification

Step 13 Work Experience Details: You must enter your current employer and then add an assignment. Click “Add New”

**New Credential Application**

Credential Type : Non-Certified Educator Designation  
Subject Area : Non-Certified Educator PK-12 (20000)

Application ID: 899659  
Application Status: Incomplete

**Step 5 : Work Experience Details**

There is no work experience information on file for this Applicant. Click the Add New button below to add work experience.

[Add New](#)

\* denotes a required field.

Click the hyperlink “Click here to search” in order to search the list for your employer (institution)

**Add New Record**

**Enter Institution Details**

Educational  Business

Institution Name*	Contact Official Details
Institution Name	First Name Last Name
<a href="#">Click here to search</a>	Phone Email Address
Institution Address*	
Address Line 1	
Address Line 2	
City	Zip

**Enter Work Experience Details\***

Following is the list of work experience records we already have on file.

You currently do not have work experience information entered for this institution. Click [Add/Edit/Include Assignments](#) link below to add/edit this information.

Disclaimer: \*Pennsylvania Work experience reported from PERS cannot be altered. The PERS data is taken from verified, closed PERS SMP assignment data that cannot be modified once the data has been locked. If this data is not correct and you are applying for a certificate in which work experience is needed, please enter the correct work experience data by adding a new record". Work experience completed outside of Pennsylvania may require verification from the institution via the PDE333U-Verification of Experience Form (Copy of the form will be provided with the coversheet printed at the end of the application process). Assistance in calculating the percentage of time worked in a specific assignment is provided in the "Calculating The Percentage of Time Worked in An Assignment Worksheet"

[Click here to add new assignment.](#)

\* denotes a required field.

If you cannot find your employer (institution), check the box next to “Institution not in the list above”, type your employer in the available space and click “Include”

### Select Institution

Search and select institution to be included

PDE

AUN Number	Institution Name	
124150002	21st Century Cyber CS	<a href="#">Select</a>
103020407	A W Beattie Career Center	<a href="#">Select</a>
119350303	Abington Heights SD	<a href="#">Select</a>
123460302	Abington SD	<a href="#">Select</a>
102020003	Academy CS	<a href="#">Select</a>
125230001	Achievement House CS	<a href="#">Select</a>
300020150	ACLD Tillotson School	<a href="#">Select</a>
126514368	ACT Academy Cyber CS	<a href="#">Select</a>
126510015	Ad Prima CS	<a href="#">Select</a>
108110307	Admiral Peary AVTS	<a href="#">Select</a>

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | ...

Institution not in the list above

*Note: Enter complete institution name. Do not enter abbreviations.*

PDE



You must then select “Country” and enter the Employer Address (only for U.S. institutions)

#### Add New Record

##### Enter Institution Details

Educational  Business

Institution Name\* PDE

Select Country\* [Click here to search](#)

United States

Institution Address\*

333 Market St

Address Line 2

Harrisburg  Pennsylvania  17126

##### Enter Work Experience Details\*

Following is the list of work experience records we already have on file.

You currently do not have work experience information entered for this institution. [Click Add/Edit/Include Assignments link below to add/edit this information.](#)

Disclaimer: \*Pennsylvania Work experience reported from PIMS cannot be altered. The PIMS data is taken from verified, closed PIMS staff assignment data that cannot be modified once the data has been locked. If this data is not correct and you are applying for a certificate in which work experience is needed, please enter the correct work experience data by adding a new record.  
Work experience completed outside of Pennsylvania may require verification from the institution via the PDE330V-Verification of Experience Form (Copy of the form will be provided with the coversheet printed at the end of the application process). Assistance in calculating the percentage of time worked in a specific assignment is provided in the "Calculating The Percentage of Time Worked in An Assignment Worksheet".

[Click here to add new assignment](#)

Click the hyperlink “Click here to add new assignment

## Add/Edit Work Experience Assignment



Add/edit your assignment at PDE.

Assignment Location \*

Assignment \*

Grade Level\*

Single Grade Level  Multiple Grade Levels

Low Grade Level

High Grade Level

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

Assignment End Date(MM/DD/YYYY)(Enter today's date, if you are still employed)\*

% Worked/Day\*

% Worked/Week\*



Add Cancel

Enter all required information, click "Add" then click "Save"

Click "Next"

Step 14 Proof Item Details: Click "Next" (In most cases, no proof items are required to be sent to PDE. If anything is needed, you will be contacted via email)

Step 15 Application Summary: Review the application summary, read the Code of Conduct section and check the boxes at the bottom of the page, then click "Proceed to Submit"

**Fees & Payments**  
Calculated Fees: \$0.00

**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 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.  
By pressing the Submit button and continuing, I understand that I am giving permission to the indicated higher education institution and/or employing institution to view my certification application and profile which is necessary for the institution to complete its portion of my application.

Disclaimer: Please note the following information in regard to your Social Security Number (SSN) DATA REQUIRED BY THE FEDERAL PRIVACY ACT (3 U.S.C. Section 552a note) AUTHORITY: 24 P.S. Section 1224.

\* denotes a required field.

Print Proceed to Submit >>

There is no fee for this application

Step 16 Congratulations: Your application for the Non-Certified Educator Designation has been submitted and is waiting to be reviewed by PDE.

**Congratulations!**  
Your application has been submitted successfully! Please print a copy of this receipt for your records.

Application ID: 899859  
Application Status: Awaiting Evaluation  
Payment Type: NA  
Payment Amount: NA  
Payment Date: NA  
Payment Confirmation Number: NA  
Action Required From you: If any action is required from you, instructions will be provided below.

Print

\* denotes a required field.

Once approved, you will be notified by email. You will then be able to log into your TIMS dashboard and print a copy of the designation. Employers will also be able to view your designation on the TIMS Public Website, [www.teachercertification.pa.gov](http://www.teachercertification.pa.gov)