Registration and Application Instructions for Non-Certified Educators

Step 1: Go to www.education.pa.gov

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

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”

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
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: [Select] [ ]

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.

After clicking “Continue”, you should get this message

We have your PPID as [redacted] on file in TIMS. Please make a note of this for future reference.

OK

Step 5: On your TIMS dashboard click “New Credential Application”
Step 6: Select “Non-Certified Educator Designation (2000)” as the Requested Credential Type

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

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

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.

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

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

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”

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

[Search]

<table>
<thead>
<tr>
<th>AUN Number</th>
<th>Institution Name</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>124150002</td>
<td>21st Century Cyber CS</td>
<td></td>
</tr>
<tr>
<td>103020407</td>
<td>A W Beattie Career Center</td>
<td></td>
</tr>
<tr>
<td>119350303</td>
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<tr>
<td>108110307</td>
<td>Admiral Peary AVTS</td>
<td></td>
</tr>
</tbody>
</table>

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.*

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

Click the hyperlink “Click here to add new assignment”
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”

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.

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)