**Applying for Teacher Certification**

**In**

**Pennsylvania**

All teacher certifications in the Commonwealth of Pennsylvania are attained using the Teacher Information Management System (TIMS).

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| Step 1 | Establish a Pennsylvania Department of Education (PDE) Portal Log-in ~Navigate to [www.education.state.pa.us](http://www.education.state.pa.us) ~Click on Register (you only have to register 1 time) ~Complete the registration form (information with a red asterisk must be supplied, use a permanent email not employee or college, create username and write this user name down). ~Create Password (case sensitive and you must have: capital letter, lower case letter, number, and symbol) |
| Step 2 | **Once you’ve registered, you have to wait for a confirmation email before logging into TIMS. This may take a day or two.**  |
| Step 3 | Log into the PDE Portal: [www.education.state.pa.us](http://www.education.state.pa.us) by clicking “log in” at the top of the page and entering the “user name” and “password” you created earlier.  |
| Step 4 | Now that you are logged into the PDE Portal, click on the “Teachers, Administrators and Certifications” link on the left hand side of the page.  |
| Step 5 | **Click on the TIMS logo in the Middle of the page.** |
| Step 6 | Click on the “Access TIMS” tab.  |
| Step 7 | Click on the “Access the TIMS application by clicking here” link |
| Step 8 | Establish a TIMS profile by filling in the information requested. Note that this is a one-time procedure and in future visits you will be sent directly to the application “dashboard.”). Once you’ve filled in your information correctly, click on the “continue button.”  |
| Step 9 | At this step, you will be given a Pennsylvania Profession Identification Number (PPID) **WRITE THIS DOWN** – this number follows you for your entire career. Click the “OK” button to continue.  |
| Step 10 | You are now at the TIMS “Dashboard” (Homepage). Click on “View & Update My Profile” to update your personal information.  ~Update your profile by filling in the boxes – gender, address, email address, phone number and an employment participation response is required. |

The TIMS Handbook can be accessed at: <http://www.portal.state.pa.us/portal/server.pt/community/tims_-_teacher_information_management_system/20476/page/1040213> and clicking “Getting Started with TIMS” (PDF)

TIMS webinars can be accessed at [www.pdewebinars.org](http://www.pdewebinars.org)

TIMS Call Center is open Monday, Wednesday, and Friday 8:00-4:30 [dial 717-728-3228, select option 3 “teacher Certification, highly Qualified …. Then select Option 1 for certification questions and Option 2 for assistance with TIMS]