

INITIAL CERTIFICATION MUST BE APPROVED BEFORE ADDING ADDITIONAL CERTIFICATIONS

Printable Directions for Adding on a PA Certification by *testing alone*

WCU's Office of Teacher Certification recommends that this application be completed during University office hours: 8am-4:30pm (May – August 8am-4pm) so questions can be answered (610-436-2321) *before submitting* the on-line application.

NOTE: Use Internet Explorer or Firefox - TIMS is not programmed to work with Google Chrome or Safari.

1. Go to the PDE website (<https://www.education.pa.gov/Educators/Certification/Pages/default.aspx>) Click on TIMS (green box) click on Personal User then click on "Visit this page to login to TIMS". (For log-in help call 1-888-498-8129)
2. **Welcome to TIMS** - click on "New Credential Application" under application(s) in process box in dashboard.
3. **Select Credential Type** - (choose "Instructional I" from the drop down menu), select certification subject area(s), and then click "continue"; Answer "yes" to the question "Are you applying to add an additional subject area to an existing Instructional I Credential through testing alone?"
4. **Background Questions** - answer all questions and check off affidavit at bottom of page.
5. **Demographic Details** – fill in all requested information. **TIP: do not use your WCU e-mail address.**
6. **Certification Details** – this pages shows credentials you hold; do nothing, go to next page
7. **Application Summary** –look over carefully and make sure all information is correct; check off both boxes for Code of Conduct; then click on "Proceed to Submit".
8. **Payment Processing and Application/Request Submission** – Choose your payment option (credit card or money order). TIMS does not accept American Express. If you receive an error message before submitting your payment information, wait three hours and try again. Submit your application.
9. **Congratulations!** – the application has been submitted . TIMS may give you the option to upload certain documents directly into your application. If an upload button is not available for a required document, it must be sent through the mail along with a copy of the cover sheet. A cover sheet must always be mailed if the money order option was chosen.

You will receive a standard email from PDE stating they have received your application. You do not need to do anything further. PDE will send another email when the application has been approved. The status of the application can be checked from your dashboard. Print certificate from dashboard when status reads "Approved". **No paper certificate will be mailed.** If you have questions for PDE call 717-PA-TEACH.