

# **TIMS Directions**

## **Messiah University**

Please use this guide as you work through the Pennsylvania Department of Education's online system, TIMS, where you apply for certification. If you have questions, ask before you submit your application. After you click "submit," your application cannot be revised.

Questions: [teacheredprog@messiah.edu](mailto:teacheredprog@messiah.edu)

### ***Accessing TIMS/Generating PPID***

Go to step by step instructions on PA Department of Education's (PDE's) website:

[TIMS Personason yser Directions](#)

NOTE: To avoid delay and extra cost, it is important that the name that you used for your testing matches the name on your TIMS application

**\*\*PPID** is issued by logging into the [TIMS portal](#) and setting up a profile (instructions at link above). Your PPID is located on your TIMS personal profile page.

Private School – Teacher (1022) for Nursery & Kindergarten (**minored in Early Childhood Education** and applying for private school, not public school, certification)

Instructional I (61) for **all other areas**

**Application fee: \$200 each for Instructional I, Program specialist-**

need to enter your graduate program first. When TIMS asks you to choose a person from Messiah's certification group, anyone listed is fine.

Answer **YES if you did or will be receiving** a degree from that institution. **Post-Bacc** (not planning to finish a master's), **CAGS (some counseling)**, and non-degree graduate education students will answer **NO** on their Messiah education entity record

**YES** on the Messiah education entity record for all Messiah University program completers.

Enter:

1. Degree
2. Date conferred - Put the month and year you will graduate. Future dates are not accepted. Wait until the first day of the month your degree will be awarded to apply.
3. GPA – If you have your final GPA, enter that. If you are applying before your final GPA is available, guess to 2 decimal places. Do not round GPA. When Messiah recommends your application, the final GPA will be corrected, if necessary. Messiah does not transcript program GPA although you may see a number in Degree Works. Please report your major and program GPA as the same number in this instance.

Major subject area for degree: When you are looking for your subject area, search and select the major subject area that **most closely** matches the content area of the program that you completed. Your application will not be held up if you select the incorrect major subject area. TIMS allows you to choose more than one major subject area, if applicable.

After you answer that you have completed an **educator preparation program** at Messiah, look for a link to Add/Edit Educator Preparation Program(s). Enter your program, program level, type, attendance start date (this is the date you first began classes at Messiah-excluding dual enrollment), attendance end date, and GPA.

**Post-Bacc and graduate students** will add another record for the college where they earned their bachelor's degree. In almost all cases, you did not complete an educator preparation program at that institution.

Note: **Teachers who were certified prior to May 2012** (pre-TIMS) may need to delete and then re-enter their education records in TIMS to complete a new credential application.

Click "Save" and continue.

### **Application Summary & Proof Items:**

Review the information to be sure it is correct.

Although it sounds like PDE could want items from you such as test scores, they do not. When your application is submitted, I will be able to review it. If I see that something is missing or may cause a delay, I will notify you by email.

Read through the “Code of Conduct” at the bottom of the screen and check the boxes agreeing with both statements. Click “Proceed to Submit”.

**One exception:** An official transcript and health certificate ARE required by PDE if you are applying for Private Academic Nursery/Kindergarten Teacher Certification. This is not Grades PK-4 certification. Print a cover sheet and send those items to PDE according to their instructions.

**Payment Processing and Application/Request Submission:**

Fill in the billing and payment information.

It is easiest to pay the fee using a credit card. If that is not possible, you can also pay by money order.

After you have indicated your method of payment and submitted your application, a link will appear for a **coversheet** that you can print. Do not send the coversheet to PDE unless you have paperwork to submit (see exception above). If you have questions about your particular case, reach out to [teacheredprog@messiah.edu](mailto:teacheredprog@messiah.edu)

Click “Process Payment and Submit Application”.

