TIMS

How do I print my TIMS application coversheet?

You will first need to access your TIMS home page/dash board.

If you are submitting a new application, you must first finish submitting the application and payment information in TIMS. Until this has been done, your application will remain in an "Incomplete" status and your cover sheet will not be generated by TIMS.

- You will need to scroll to the bottom of the "Summary : Application Summary", and click on the two check boxes under the "Code of Conduct" option at the very bottom of the screen and then click on the "Proceed to Submit >>" button to the bottom right of the screen.

New Credential Application

Credential Type : Instructional I (Requires Transcript Review)
Subject Area : Grades PK-4 (2825)

Application ID: 833704
Application Status: Incomplete

Summary : Application Summary

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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. I also 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. I further understand that any falsification of any statement or document included with my application may result in professional discipline, which may include revocation of my Pennsylvania certificate. *

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

Print   Proceed to Submit >>

Disclaimer: 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.

* denotes a required field.

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This site is best viewed with Internet Explorer 7+ and Mozilla Firefox 3.0+ browsers and a screen resolution of 1024x768.
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125%

This will then bring you to the Payment and submission screen.

- The "Payment Information" will automatically populate to "Credit Card," but it is actually a drop down menu that you can choose "Money Order" if you would like to pay that way.
  - Payments may ONLY be submitted via Credit Card information entered online through TIMs (which is a secure site) or by Money Order that you will need to mail in with the cover sheet once it is generated, but you must tell TIMS which way you intend to pay for this application in order to proceed)
- If you are paying by credit card, you must enter the exact name and address associated with the credit card and the credit card billing information

Enter the Credit Card Information if you intend to pay by credit card:

Or choose "Money Order" if you are paying by Money Order (made payable to the Commonwealth of Pennsylvania)

The payment screen will change a little bit, and you will need to click on the box to place a check in the option that states, "I agree to submit a money order with coversheet. I understand failure to do so may delay the application processing." (The "Billing Information" will no longer be required to be completed."

Payment Processing and Application/Request Submission   Back to Previous Page

Request Type:Instructional I (Requires Transcript Review)   **Total Fee Amount:$185.00**

Payments can be made by credit card, money order, or by subsidy account (only by LEA).
1. If you select credit card option, you will be prompted to enter credit card information online.
   You must have a United States address on file with the issuer of the credit card
2. If you select money order option, you will have to send the money order made out to the "Commonwealth of PA" with the coversheet printed at the end of the process.
   The money order must be payable in United States dollars
3. If you select subsidy account, payment will be processed through your subsidy account with PDE.

Billing Information   **Payment Information**

Full Name   Select the Payment Mode
[   ]   [Money Order ▽]

Address
[Address Line 1   ]   ☑ I agree to submit a money order with coversheet. I understand
[Address Line 2   ]   failure to do so may delay the application processing.
[City   ] [--Select--   ▽] [Zip   ]

                                                                             Important:
                                                                             Once you click the "Process Payment and Submit Application"
                                                                             button, you confirm that you have a final application. You will not be
                                                                             able to change it.
                                                                             We limit the number of charges on credit cards to avoid duplicate
                                                                             payments. If you have additional applications, please wait at least 60
                                                                             minutes before attempting to pay for those additional applications
                                                                             and submit for processing, with the card used for this application.

                                                                             [Process Payment and Submit Application/Request >>   ]

* denotes a required field.

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Click on the button to the bottom right that says, "Process Payment and Submit Application/Request >>"

A pop-up box will show up asking if you are sure you want to submit this payment and application. You will need to click on "OK"

Message from webpage   X

   ?   Are you sure you want to submit this payment and the application?
       Once submitted, the application cannot be edited!

                          [OK   ]   [Cancel]

This will then bring you to a screen congratulating you and informing you that your application has been successfully submitted. You will have the opportunity to print the cover sheet from here:

Or you can print it from you Home Page or Dash Board

Your cover sheet will generate as a PDF file, and any additional forms required (generated in response to the questions you answered during the entering and submission of your application) will also print with this cover sheet.