

TIMS Application Instructions for Chapter 49.85(f) Exceptional Cases

Step 1: Go to the [Certification webpage on the Department of Education website](#)

Step 2: Select **Login to TIMS**

Step 3: Enter your username and password and “Log In”



pennsylvania PA

MyPDESuite Application Login Screen

Welcome to the application login screen to access your personalized account.

If you are a citizen and have an existing account, enter your Username and Password. If you are a Commonwealth employee, please insert the appropriate domain name in front of your username (example: **cwopalusername**).


Username:

Password:

If you are a citizen and do not have an account, please click on the Register link to register for a new account.

[Register](#) | [Forgot Password](#) | [Profile](#)

Step 4: On your TIMS dashboard click “New Credential Application” (bottom left)


TIMS
Teacher Information Management System
** Staging **
Welcome Joe Test
Applicant
Home | Messages | Applications | Logoff

Welcome to TIMS !

Messages

PDE Reviews messages with the application. Please use the PA-Teach help line (717) 728-3224 or PDE Remedy for preliminary inquiries

My New Messages	0
My Inbox	0
My Sent Messages	0

[Search Messages](#)

Application(s) In Process

[View/Delete Applications](#) [New Credential Application](#)

No Application Records Found.

Profile & Settings

[View & Update My Profile](#) [View My Tests On File](#)

[Profile Change Application](#)

Emergency Permit Request

No Permit Request Records Found.

[Emergency Permit Application](#)

Credential(s)

No Certificate Records Found.

[ABCTE Permit](#)

* 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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Step 5: Select “Exceptional Case (2001)” as the Requested Credential Type

Select Credential Type and Subject Area to be requested

Requested Credential Type* DO NOT USE THIS APPLICATION unless your employing school entity is requesting an exception as outlined in Chapter 49.85(d). If an exception is needed, submit this application and mail the coversheet along with a written request from the school entity providing justification for the exception.

Exceptional Case (2001)

Step 6: Select the “Subject Area” that is being requested and click “Include Selected Certification Subject Area(s) in My Application”


Select Certification Subject Area to be requested

Select the Certification Subject Area(s) to be included in the application from the list below.

Certification Subject Area	
Grades 4-8 (All subjects 4-6, English Language Arts and Reading 7-8) (3100)	<input type="checkbox"/>
Grades 4-8 (All subjects 4-6, Mathematics 7-8) (3100)	<input type="checkbox"/>
Grades 4-8 (All subjects 4-6, Science 7-8) (3100)	<input type="checkbox"/>
Grades 4-8 (All subjects 4-6, Social Studies 7-8) (3100)	<input type="checkbox"/>
Grades PK-4 (2825)	<input type="checkbox"/>
Special Education 7-12 (9227)	<input type="checkbox"/>
Special Education PK-8 (9226)	<input checked="" type="checkbox"/>

Cancel
Include Selected Certification Subject Area(s) in My Application

Step 8: Click “Continue”, then click “Yes” to proceed with the application

Requested Certification Subject Area(s)* 

Special Education PK-8 (9226)

[Click here to select certification subject area to be requested](#)

Continue >>

Cancel

* denotes a required field.

Step 9: Answer the required background questions, check the box at the bottom under “Affidavit” then click “Next”

New Credential Application

Credential Type : Non-Certified Educator Designation
Subject Area : Non-Certified Educator PK-12 (20000)

Application ID: 899659
Application Status: Incomplete

Step 1 : Background Questions

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Before continuing with this application, you must respond to each question below.

Question #	Question	Response
1	Have you ever been the subject of a child abuse investigation or reported in this or any other state, territory or country? (If yes, click here for additional instructions). *	<input type="radio"/> Yes-Unfounded <input type="radio"/> Yes-Indicated <input type="radio"/> Yes-Founded <input type="radio"/> No
2	Are you currently the subject of any misconduct investigation by an employer? (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input type="radio"/> No
3	Have you ever resigned from or otherwise left employment (e.g., settlement or agreement) while allegations of misconduct were pending or under investigation? (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input type="radio"/> No
4	Are you currently the subject of a disciplinary complaint or investigation or is there disciplinary action pending by a licensing agency in this or any other state territory or country? (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input type="radio"/> No
5	Have you ever had any certificate or license for any profession denied, revoked, suspended, surrendered or received a public reprimand in this or any other state, territory or country? (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input type="radio"/> No
6	Have you ever been convicted of a crime classified as a misdemeanor or felony in this state or any other state, territory or country? (For purpose of this question, convicted includes pleas. However, summary offenses do not need to be acknowledged.) (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input type="radio"/> No
7	Are criminal charges pending against you, or are you the subject of any inquiry or investigation by a law enforcement agency in this or any other state, territory or country? (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input type="radio"/> No

Affidavit

I, Joe Test, certify that the information provided in the these background questions, including all statements and documentation are correct and true. I understand that falsification of any statement or document may result in professional discipline including revocation of my Pennsylvania certificate.*

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

New Credential Application

Credential Type : Non-Certified Educator Designation
Subject Area : Non-Certified Educator PK-12 (20000)

Application ID: 89959
Application Status: Incomplete

Step 2 : Demographic Details

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PPID: 8413264 PA SecureID: []

Name Prefix: --Select-- Last Name: TEST First Name: DOE MI: Name Suffix: --Select--

To request a name change, click here

Social Security Number: [] Gender: Male Birth Date(MM/DD/YYYY)*: 10/7/1978

To request a SSN change, click here

Residence Address* [] Mailing Address* []

United States [] United States []

333 MARKET ST [] 333 MARKET ST []

Address Line 2 [] Address Line 2 []

HARRISBURG [] Pennsylvania [] 17126 [] HARRISBURG [] Pennsylvania [] 17126 []

Note: Primary Communication will be via email.

Primary Email Address* [] Confirm Primary Email Address* []

Secondary Email Address [] Confirm Secondary Email Address []

Phone Number (at least one phone number) * Home [] Work [] Cell []

717-214-3439 [] - [] - []

Citizenship Status: []

To request a Citizenship change, click here

If granted a credential, I give my permission to provide demographic information to prospective employers for the purpose of employment.

Yes No

* denotes a required field.

Step 11: No proof items are required from you at this time. Click "Next"

New Credential Application

Credential Type : Exceptional Case
Subject Area : Special Education PK-8 (9226)

Application ID: 911523
Application Status: Incomplete

Step 3 : Proof Items Details

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All requirements and related proof documents required for this application are listed below. Any that may be submitted electronically are designated below. Original documents must be submitted directly to the Department with a cover sheet which may be printed after submitting the application from the confirmation screen or from the dashboard (Home).

Following are the requirements for this application.

No application requirement records found for this application.

The following required documents are on file.

There are no required proof documents on file for this application.

The following documents are required for this application and may be uploaded now or once you have submitted your application. If you cannot upload, mail the documents to PDE with the coversheet.

There are no required proof documents that may be uploaded for this application

The following is the list of proof documents that may be submitted to meet the application requirements shown above. You only need one proof document per requirement as long as it meets either a primary or an alternate requirement.

Proof Item	Receipt Status	Received Date
Other - Other	Not Received	

Step 12: There is no fee for this application. 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"

Fees & Payments

Calculated Fees: \$0.00

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 and I agree to report immediately any changes to the information provided on the application including any changes to my responses to the background questions. I also understand that any falsification of any statement or document included with my application or my failure to report any changes may result in professional discipline, which may include revocation of my Pennsylvania certificate. I further 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.

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.

Your application for an Exceptional Case has been submitted and is waiting to be reviewed by PDE.

The Chief Officer of your employing Local Education Agency (LEA) must submit an official written request outlining the reasons that the exception has been requested.