

1. [http://www.education.state.pa.us/portal/server.pt/community/pennsylvania department of education/7237](http://www.education.state.pa.us/portal/server.pt/community/pennsylvania%20department%20of%20education/7237)
 2. Click Log In (once you log in here, you are logged into PDE, not TIMS).
 3. Click on the 8th Tab on the left hand side of the screen, "Teachers, Administrators, and Certifications"
 4. Click on the "TIMS" icon.
 5. You will see a screen that says Access TIMS, and underneath it says, to access TIMS click here, click the word **here**.
 6. Click on New Credential Application
 7. Select Instructional II on the pull down menu.
 8. Click the link under the blank box to choose the subject area.
 9. Click Continue
 10. Follow the Step by Step instructions, through the online application.
 11. Print a Cover Sheet to send the necessary items to PDE
 12. At the end of your application, you will need to pay, you can use a credit card or send a Money Order to PDE with your transcripts.
 13. Once you have finished the online application, paid your \$100 fee, and sent your transcripts to PDE, notify Anita Bubel in HR that you have completed your portion of the application process (please CC or BC me on this e-mail)
- Below is the information I received directly from Anita Bubel:

"PDE does not need to have the PDE339P form completed in paper format because I complete it on-line. There is a glitch on TIMS that still asks for the completed PDE338P and health certificate/physical. This is a common factor among teachers insisting this be done when in fact it does not and it only holds up the process. Typically, the only thing they need to do is print the cover-sheet, sign it and send it along with sealed transcripts to the address indicated at the bottom of the coversheet. DE asks to allow 8-10 weeks for the application process to be completed. Once the level II is approved, teachers must print their new certificate and send or scan it to me in HR. OH - another thing - Please remind them that if they change their name (marry/divorce) they MUST notify HR and PDE to complete the name change form - it's free of charge. If this is not done in a timely manner, PDE will issue fines. Name changes create so many problems in HR when they are not done in a timely manner. Unfortunately, HR cannot do anything on the teacher's behalf - they are responsible for everything regarding their certificate."