

Application Process and Notes for PA Intern, Instructional I and Program Specialist Certification

The Pennsylvania Department of Education (PDE) requires that all applications for credentials be completed and submitted through the Teacher Information Management System (TIMS).

Please be advised that PDE does not accept paper applications forms, and would prefer not to receive anything in the mail. It is ***strongly*** suggested that you review the following documents before entering your application into TIMS and for more information on submission of evidence.

Click below to

- [learn more about TIMS](#)
- [learn more about how to use TIMS](#)

STEP 1: CREATE A USERNAME AND ID

Before a candidate may access TIMS, the **candidate needs to create a Username and ID**. Go to <http://www.PA-TIMS.com>. Click "Register" under the Log In link located in the top part of the left hand menu.

After you have created your Log In Username and Password, go back to <http://PA-TIMS.com> and click "Log In." When the page reloads, scroll down to "PDE Online Services" and click "TIMS." Click "Access TIMS" in the horizontal menu across the top of the embedded window, and follow the instructions.

STEP 2: Complete TIMS APPLICATION FOR PA CERTIFICATION

When completing the TIMS application, please keep in mind that a candidate's responses are in regard to the application for the certification area(s) being sought.

NOTES FOR ALL APPLICANTS

NOTE 1: The TIMS coversheet will list "Education" as a category that needs addressed and indicate that transcripts are required. **You may ignore this; do not send transcripts!** This is a requirement only for candidates who completed a non-PA education preparation program. Drexel is a PA ED PREP institution and certifies that you have an earned baccalaureate degree (regardless of whether or not that degree was obtained at Drexel).

NOTE 2: Candidates do **not need** to forward the TIMS cover sheet

NOTE 3: **REVISED!** Candidates applying for their PA Instructional I certification **DO NOT SUBMIT** the **physician (physician's assistant or nurse practitioner)** signed Health Certificate into TIMS unless they are applying for Private Academic Certification.

NOTE 4: **PDE prefers that the application fee be paid electronically via TIMS** – there should be a link to do so after the application has been completed. However, **if you are unable to use a credit card, they will accept payment via a US money order made payable to the Commonwealth of PA**. A copy of the TIMS cover sheet should accompany the money order.

Following are important things to keep in mind select the type of certificate for which you are making application:

Undergraduate Students

-- PA Instructional I Certification

Graduate Students

-- PA Intern Certification

-- PA Instructional I Certification

-- PA Program Specialist

UNDERGRADUATE STUDENTS

PA INSTRUCTIONAL I CERTIFICATION

If you completed Drexel's undergraduate teacher education program, apply as an "**Undergraduate - Traditional**" student. In most cases, the **Program End Date** should be the month in which you will graduate with your bachelor's degree. However, for *BS/MS students*, it will be the date you will graduate with both your bachelor's and master's degrees.

Remember, your **first area of certification**, e.g., PreK-4, PreK-4/Special Education, Biology, Chemistry, Physics, Mathematics, etc., needs to **be the area that you conducted your student teaching and completed all required content course work.**

Candidates **seeking PreK-4/Special Education certification may apply for both certification areas on the same application.** However, candidates seeking **PreK-4 certification and an add-on certification in a secondary-level area** need to apply *separately* for each certificate in TIMS. The PreK-4 area would be the initial certification application and the secondary certification application would be an Add-On Certification application (i.e., the candidate did not complete an approved ED PREP program in the area but is seeking certification, in areas that PDE permits, based on their successful performance on the Praxis II content exam). **If you are unsure what you should be applying for, please contact your advisor.**

Do **NOT** list any Work Experience in TIMS for certification purposes! Work Experience is **not** expected for PA Instructional I Teaching Certification. Inputting anything in the work experience section will significantly delay the processing of your application and may require that you contact the state to reset the application and apply again.

Be sure that you list all the institutions you attended being sure that a) **Drexel University** is included, b) that "**Yes**" is selected as the response in regard to Drexel as the institution where the candidate completed an Education Preparation (ED PREP) program, and c) "**No**" is selected to the ED PREP question for any other institution(s) listed.

GRADUATE STUDENTS

PA INTERN TEACHING CERTIFICATION

Apply as a **“Post-baccalaureate – Non-Traditional”** student. Your Program End Date should be listed as the *month you are applying* for the PA Intern Certificate.

Remember, your **first area of certification**, e.g., PreK-4, Biology, Chemistry, Physics, Mathematics, etc., needs to **be the area that you are/will primarily teaching** at the school you were/will be hired! If you passed more than one area of the Praxis II and seeking dual Intern Certification, complete the information for the first area and then add the second area as an ADD-ON Certification. **If you are unsure what you should be applying for, please contact your advisor.**

Do **NOT** list any Work Experience! Work Experience is **not** expected for PA Intern or Instructional I Teaching Certification. Inputting anything in the work experience section will significantly delay the processing of your application and may require that you contact the state to reset the application and apply again.

If the “exact” major name for your baccalaureate degree does not appear as an option provided by PDE’s menu, select the “closest fit.”

Be sure that you list all the institutions you attended being sure that a) **Drexel University** is included, b) that **“Yes” is selected as the response in regard to Drexel as the institution where the candidate completed an Education Preparation (ED PREP) program**, and c) **“No” is selected to the ED PREP question for any other institution(s) listed.**

PA INSTRUCTIONAL I CERTIFICATION

If you are in Drexel’s master’s program, but have **not yet completed** all requirements for **the MS degree**, apply as a **“Post-baccalaureate – Traditional”** student. Your **Program End Date** should be the month in which you completed your last course (pedagogy or content) required for certification – *not the expected date of completion of your MS degree.*

If you **completed your master’s degree requirements** simultaneously with all required course work for certification (pedagogy and content, including non-Drexel content courses), apply as a **“Graduate – Traditional”** Student. Your **Program End Date** should be the month in which you completed your last course (pedagogy or content) required for certification *and* your MS degree.

Remember, your **first area of certification**, e.g., PreK-4, Biology, Chemistry, Physics, Mathematics, etc., needs to **be the area that you conducted your student teaching and completed all required content course work.**

Candidates seeking to apply for **both PreK-4 (or Elementary Education) certification and an add-on secondary certification** need to apply *separately* for TIMS. The Elementary Education (or PreK-4) area would be the initial certification application and the secondary certification application would be an Add-On Certification application (i.e., the candidate did not complete an approved ED PREP program in the area but is seeking certification, in areas that PDE permits, based on their successful performance on the Praxis II content exam). **If you are unsure what you should be applying for, please contact your advisor.**

Do **NOT** list any Work Experience in TIMS for certification purposes! Work Experience is **not** expected for PA Intern or Instructional I Teaching Certification. Inputting anything in the work experience section will significantly delay the processing of your application and may require that you contact the state to reset the application and apply again.

If the “exact” major name for your baccalaureate degree does not appear as an option provided by PDE’s menu, select the “closest fit.”

Be sure that you list all the institutions you attended being sure that a) **Drexel University** is included, b) that **“Yes” is selected as the response in regard to Drexel as the institution where the candidate completed an Education Preparation (ED PREP) program**, and c) **“No” is selected to the ED PREP question for any other institution(s) listed.**

PA SPECIALIST CERTIFICATION

(e.g., English as a Second Language, Instructional Technology Specialist)

Apply as a **“Post-baccalaureate – Traditional”** student. Your Program End Date should be listed as the *month you are applying* you completed course work for the certification area.

Do **NOT** list any Work Experience in TIMS for certification purposes! Work Experience is **not** expected for PA Specialist Teaching Certification. Inputting anything in the work experience section will significantly delay the processing of your application and may require that you contact the state to reset the application and apply again.

If the “exact” major name for your baccalaureate degree does not appear as an option provided by PDE’s menu, select the “closest fit.”

Be sure that you list all the institutions you attended being sure that a) **Drexel University** is included, b) that **“Yes” is selected as the response in regard to Drexel as the institution where the candidate completed an Education Preparation (ED PREP) program**, and c) **“No” is selected to the ED PREP question for any other institution(s) listed.**

Please let your advisor or me – keiser@drexel.edu – know if you have any questions or require any clarification!

Best,

Larry Keiser
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Certification Officer
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