Introduction to the Teacher Information Management System (TIMS) for Guest Teachers
• Implemented in December 2011 by the Pennsylvania Department of Education (PDE) to manage all teacher certifications and emergency permits.

• Substitute candidates must access the TIMS system to enter an emergency permit application.
Starting Out: Registering for a Username and Password

1. Go to PDE’s home page:
   http://www.education.pa.gov/Pages/default.aspx

2. Click on Teachers & Administrators then select “Certification”
Starting Out: Registering for a Username and Password

1. Click on TIMS (Certification Application System)
Starting Out: Registering for a Username and Password

1. Click ‘Register’ on the top left side, OR, if you have previously registered, simply click “Log In.”
Starting Out: Registering for a Username and Password

Complete the requested information on the registration screen, and click “Register.” Remember to record your username and password in a safe place!

Note: Your password must be between 8 and 32 characters in length and must contain all of the following:
• Uppercase letter(s)
• Lowercase letter(s)
• Number(s)
• Non-character(s), such as !,#,%,@.
Logging In

Once registered, return to the home page, http://www.education.pa.gov/Pages/default.aspx
Click Log In on the top left side of the page, just below the PDE search box.
Logging In

Log in using the username and password that you have created

Welcome to the Enterprise Portal

Log in to your personalized Portal account.

If you are a citizen and have an existing account, enter your Username and Password. If you are a Commonwealth Employee, or other individual with specialized credentials, please insert the appropriate domain name in front of your username (example: domainname/username).

Username: [ ]
Password: [ ]

If you are a citizen and do not have an account, please click on the Register icon to register for a new account. Once registered, the new account will be activated within 24 hours.
Accessing TIMS

Below the Log In Status, click on the word, “here”.

You must be logged in to access the Teacher Information Management System (TIMS). Need assistance? You may review the User’s Guides here.

Log In Status:
Currently Logged In as: jennifer_kurtz
Access the TIMS application by clicking here.
Accessing TIMS

If this is your first time accessing TIMS, you will be prompted to establish a TIMS profile. Complete the information requested and click on “Continue”.

Establish Teacher Information Management System (TIMS) Profile

This one time registration process requires the following information to be provided:
1. If you hold a PA certificate, enter the information that was provided at the time of issuance of your latest PA certificate.
2. If you do not hold a PA certificate, enter your SSN, Date of Birth, and Current Official Name as it appears on legal documents.

* SSN:

* Date of Birth (MM/DD/YYYY):

* Official First Name:

* Last Name:

Middle Initial:

APPLICANTS: Please note the following information in regard to your Social Security Number (SSN) DATA REQUIRED BY THE FEDERAL PRIVACY ACT (5 U.S.C. 552a note) AUTHORITY: 24 F.S. Section 1224.

Continue >>
Accessing TIMS

You will receive your PPID number (Professional Personnel Identification). Record this number and keep it in a safe place.
Accessing TIMS

You are now at your TIMS Home Screen (also known as the Dashboard). Click the “Emergency Permit Application” button on the dashboard.
Emergency Permit Application, Step 1: Demographic Details

Required fields are denoted with a red asterisk. At least one phone number is required. Click the “Next” button when you have completed this screen.

Note: leave the field PA Secure ID blank.
You may leave this page blank. Click the “Next” button at the top of the page.
You must affiliate with the educational institution (in this case, Lebanon SD) requesting the emergency permit. If Lebanon SD is not already listed as an affiliation on this screen, click the “Add New Affiliation” button. (If you have already affiliated with Lebanon SD, simply click the “Next” button. You may skip to page 19 of these instructions.)

### Add Affiliation with Pennsylvania education agency

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Address</th>
<th>Affiliation Start Date</th>
<th>End Date</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lebanon SD</td>
<td></td>
<td>02/06/2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>02/01/2012</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click "Add New" to add an affiliation.

* denotes a required field.
If you select “Add New Affiliation,” the page will expand. This allows you to search for the institution with which you wish to affiliate.

- The LEA, or Local Education Agency, radio button should already be selected. *(The other type of institution, IHE, stands for Institution of Higher Education.)*
- Click to search for Lebanon School District.
Emergency Permit Application, Step 3: Affiliation Details - Adding a New Affiliation

Search for and select “Lebanon SD”.

<table>
<thead>
<tr>
<th>AUN Number</th>
<th>Institution Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>113362303</td>
<td>Eastern Lancaster County SD</td>
<td>Select</td>
</tr>
<tr>
<td>113363807</td>
<td>Lancaster County CTC</td>
<td>Select</td>
</tr>
<tr>
<td>113364002</td>
<td>Lancaster SD</td>
<td>Select</td>
</tr>
</tbody>
</table>

Lebanon SD
Check the box to authorize Lebanon School District to view your information.

Enter a start date. You should use the date you are entering this information as the “Authorization Start Date.” Do not use a date in the past. An authorization end date is not required and, for this purpose, should be left blank.

When you have finished, click the “Save” button, and then the “Next” button at the top of the page.
Select Lebanon School District. Click “Next” at the top of the page.

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Address</th>
<th>Affiliation Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lebanon SD</td>
<td>1000 S 8th Street, Lebanon PA 17042</td>
<td>02/06/2012</td>
<td></td>
</tr>
<tr>
<td>Berks County IU 14</td>
<td>PO Box 16050, Reading, PA - 19612</td>
<td>02/01/2012</td>
<td></td>
</tr>
</tbody>
</table>

* denotes a required field.
Emergency Permit Application, Step 5: Background Questions

Answer each background question carefully and accurately. (Answering any of these questions incorrectly or dishonestly will significantly delay the processing of your emergency permit.)

<table>
<thead>
<tr>
<th>Question</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Have you ever been the subject of child abuse investigation or reported in this or any other state, territory or country? (If yes, click here for additional instructions).</td>
<td>Yes-Unfounded, Yes-Indicated, Yes-Founded, No</td>
</tr>
<tr>
<td>2</td>
<td>Are you currently the subject of any misconduct investigation by an employer? (If yes, click here for additional instructions).</td>
<td>Yes, No</td>
</tr>
<tr>
<td>3</td>
<td>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).</td>
<td>Yes, No</td>
</tr>
<tr>
<td>4</td>
<td>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).</td>
<td>Yes, No</td>
</tr>
<tr>
<td>5</td>
<td>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).</td>
<td>Yes, No</td>
</tr>
<tr>
<td>6</td>
<td>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 plea. However, summary offenses do not need to be acknowledged.) (If yes, click here for additional instructions).</td>
<td>Yes, No</td>
</tr>
<tr>
<td>7</td>
<td>Are criminal charges pending against you, or are you 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).</td>
<td>Yes, No</td>
</tr>
</tbody>
</table>
Emergency Permit Application, Step 5: Background Questions

Read the affidavit, review your responses to the background questions, and click the box stating you have read and agree to the statement.

*Please note: The requirements numbered in blue are not related to the Type 06 emergency permit for day-to-day substituting. The Type 06 (day-to-day substitute) emergency permit does not carry educational requirements. Lebanon School District will process requests received from Guest/Substitute Teacher Program participants as Type 06 emergency permits.

When you have finished, click the “Initiate Permit Request” button.
You will then see a confirmation that your request has been submitted.