

Instructions to Apply for Teacher Certificates

When you have met the requirements to apply for the Vocational Intern, the Vocational Instructional I, the Vocational Instructional II, or Add on Vocational Area teacher certificate, follow the instructions outlined on this page.

- Read all the instructions before you open the TIMS website and make note of items that you need to print and submit.
- **If you don't follow all the instructions, your certificate application will be delayed.**
- Processing time for certificates is usually 7-8 weeks.

Part 1 of 2: PDE Requirements

- Open PDE's [website](http://www.education.pa.gov) (www.education.pa.gov).
- Hover your mouse over "Educators" at the top right of the screen, then click on "Certification" from the drop-down menu.
- Click on "TIMS - Educator Online Certification System" (green box).
- Scroll down and click on the "Personal User" box.
- Under the "Login" section, click the "Visit this page to login to TIMS" link.
- Login to submit your application online.
 - If you have an account, enter your Username and Password, click on "Log-In" and follow the instructions.
 - If you need to create a new account, click on "Register" at the bottom of the box and follow the instructions. It could take up to 24 hours for your account to be activated.
 - Select Teachers, Administrators, and Certification.
 - Click on the logo to access TIMS.
 - Follow directions in TIMS to enter your certification application.
- Important notes for completing application:
 - When you get to the Education section select "Add New" and select Indiana Univ of PA/Main from the drop-down box -- **don't type it in**. The contact official is Lara Luetkehans.
Note: Always select "Add New" -- even if IUP is already listed.
 - Transcripts do not have to be sent to PDE for vocational certification areas.
 - Vocational Instructional II applicants must request for their employing school to complete "Work Experience Affirmation" in TIMS.
 - Cooperative Education applicants who hold a Vocational Instructional II certificate must complete all requirements but apply for Vocational I Cooperative Education in TIMS. PDE will convert it to Vocational II.
- Submit payment to PDE using their instructions.
- Print the coversheet.
 - Write the payment method you used to pay PDE's fee on your coversheet -- either "Paid by Credit Card" or "Paid by Money Order".
 - **Sign** and **date** the coversheet.
 - Submit a copy of the coversheet to IUP -- see directions below for documentation to be included with the coversheet submitted to IUP.
 - Follow directions on the TIMS site to submit the coversheet with money order (if that is your payment method) and any required documents to PDE.
 - Keep a copy of all materials sent.

Part 2 of 2: IUP Requirements

- Verify that official transcripts of all your coursework are on file with the Career & Technical Center at IUP.
- Go to www.iup.edu/marketplace to pay IUP's processing fee using an electronic payment.
 - Select Teachers Certification.
 - Complete all information as requested.
 - Enter Vocational for the Certificate block and the current year for the Graduation block.
 - Print your paid receipt.
- Submit the following documentation to the IUP Center for Career & Technical Personnel Preparation, ATTN: Certification, 1110 Maple Street, Reschini House, Indiana PA 15705.
 - Copy of your signed and dated PDE coversheet, with the payment method recorded.
 - Copy of your Praxis scores (for Vocational Instructional I & II and Cooperative Education).
 - Copy of your paid receipt from the IUP Marketplace.