

APPLYING FOR AN EMERGENCY PERMIT IN TIMS

Go to the Pennsylvania Department of Education website: <http://www.education.pa.gov/>. Click on the tab called "EDUCATORS," then on "Certification". Once you are in the "Certification" page, click on "TIMS Educator Online Certification System".


The screenshot shows the Pennsylvania Department of Education website. At the top left is the logo and text "Department of Education". On the right, there are navigation tabs: "Schools", "Educators" (which is highlighted), and "Instruction". A dropdown menu is open under "Educators", listing several options: "Educators", "Certification" (highlighted with an orange arrow), "Clearances/ Background Checks", "Continuing Education", "Educator Effectiveness", "Instructional Coaching", "Misconduct", and "Recruitment and Recognition". Below the navigation is a banner image of several backpacks hanging on a wall. At the bottom of the banner are three icons: "About", "Accessibility", and "Resources". Below the banner, the breadcrumb path reads "Pennsylvania Department of Education > Educators > Certification". The main heading is "Certification". Below the heading is a welcome message: "Welcome to the Division of Certification Services webpage! All of the information and resources you need to become a certified educator in Pennsylvania can be found on this page. Watch a short video (YouTube) to learn how to navigate this page and find the information you're looking for." To the right of the main content is a sidebar with a search bar "Search for an Educator" and a "Resources" section containing links for "Notice of Certification Actions", "Background Checks/Clearances", "Career Opportunities", and "Certification Areas in PA". At the bottom of the page, there is a dark green button with the text "TIMS Educator Online Certification System" and an orange arrow pointing to it from the left.

APPLYING FOR AN EMERGENCY PERMIT IN TIMS

Click on "TIMS Log In," as this will take you to the Pennsylvania Department of Education TIMS site.

[Pennsylvania Department of Education](#) > [Educators](#) > [Certification](#) > Teacher Information management System (TIMS)

Teacher Information Management System (TIMS)

Welcome to TIMS, the online certification system. The system is a one-stop shop for educators to submit a certification application and update your contact information, among other services. [Watch this brief YouTube video to learn how to complete your certification in TIMS.](#) 

[Help with TIMS](#) - Applicants should review before using the system.

USE INTERNET EXPLORER OR FIREFOX TO ACCESS TIMS

Chrome and Safari users experience severe issues including payment problems using these programs.

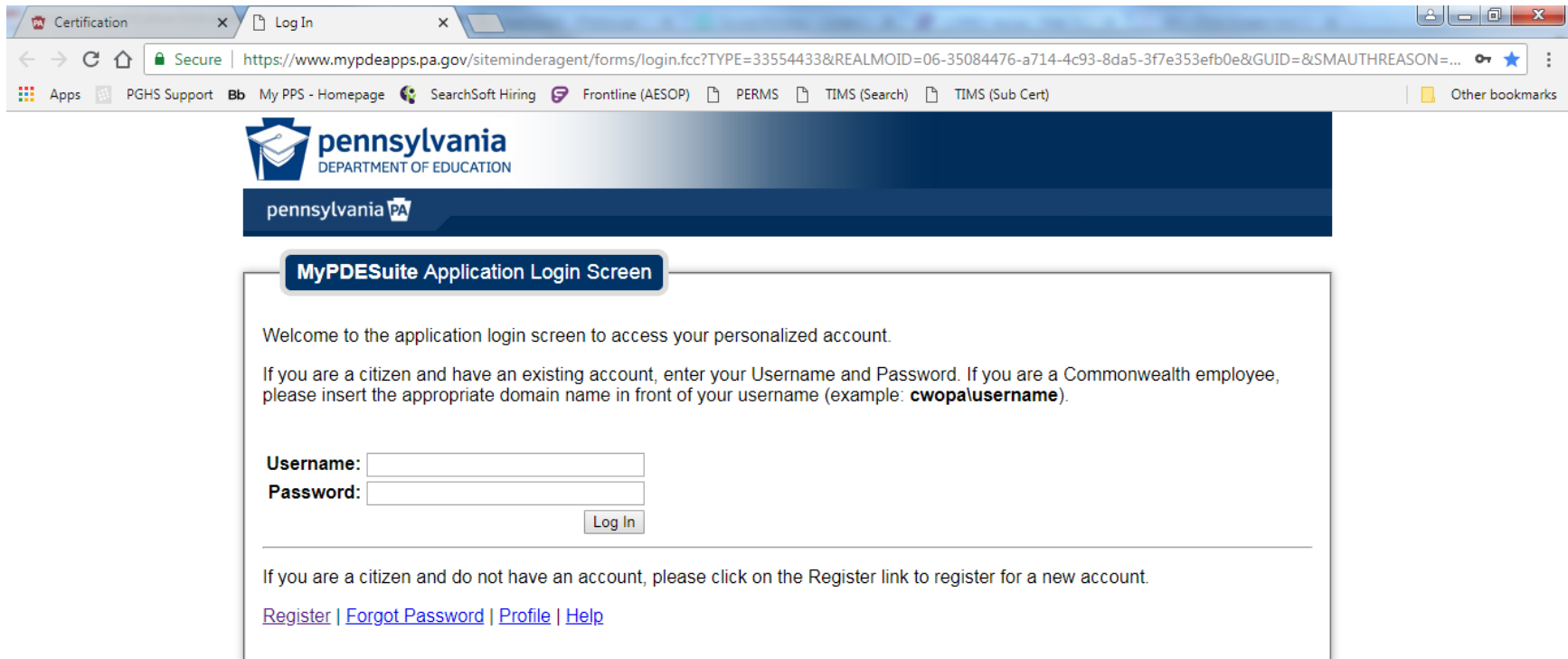
[TIMS Log In](#) 

CURRENT PROCESSING TIME is approximately 6 weeks once the application is in "awaiting evaluation" status.

[Search for an Educator](#)

APPLYING FOR AN EMERGENCY PERMIT IN TIMS

If you already have a TIMS account, sign in here. If you do not know your username and/or password, use the “Forgot Password” function. If you do not have a TIMS account, select “Register” and follow the prompts.



The screenshot shows a web browser window with two tabs: "Certification" and "Log In". The address bar shows a secure connection to <https://www.mypdeapps.pa.gov/siteminderagent/forms/login.fcc?TYPE=33554433&REALMOID=06-35084476-a714-4c93-8da5-3f7e353efb0e&GUID=&SMAUTHREASON=...>. The browser's bookmark bar includes "Apps", "PGHS Support", "My PPS - Homepage", "SearchSoft Hiring", "Frontline (AESOP)", "PERMS", "TIMS (Search)", "TIMS (Sub Cert)", and "Other bookmarks".

The page header features the Pennsylvania Department of Education logo and the text "pennsylvania DEPARTMENT OF EDUCATION". Below this is a dark blue navigation bar with the "pennsylvania PA" logo.

The main content area is titled "MyPDESuite Application Login Screen" in a blue box. It contains the following text:

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: **cwopausername**).

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](#) | [Help](#)

APPLYING FOR AN EMERGENCY PERMIT IN TIMS

Once you have logged in, your dashboard should look similar to this picture below. Click on Emergency Permit Application.

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

Application ID	Certificate/Request Type	Application Status	Comments

* denotes a required field.

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

Privacy Policy | Security Policy | Home | Employment Opportunities | Contact Us | FAQ

APPLYING FOR AN EMERGENCY PERMIT IN TIMS

Step 1 Demographic Details: Complete Demographic Details and then click next in the top right hand corner.

Step 2 Certification Details: This section will list any certifications that you hold, you do not need to do anything on this page. Click next in the top right hand corner.

Step 3 Affiliation Details: If you are not already affiliated with Pittsburgh Public Schools, type in "Pittsburgh SD" under Institution Name and then select "Click here to search." The affiliation start date is today's date and the end date can be left blank. Click save and then next in the top right hand corner.

Step 4 LEA Selection: Check the box on the far right for Pittsburgh SD to send your application to Pittsburgh Public Schools.

Step 5 Background Questions: Answer the background questions, then read and check off on the code of conduct & the affidavit, then click "Initial Permit Request".

You will get the message below:

- If you are applying for a day-to-day emergency permit, there is no further action required upon completion of the application.
- If you are applying for a long-term substitute emergency permit, you will need to contact Rachel Beers, rbeers1@pghboe.net or (412) 529-3923 to complete the payment information, as well as send your transcripts to PDE (either hard copy with a coversheet, or electronically)

Congratulations!

Your emergency permit request has been submitted to the selected LEA(s) successfully.

An application will be created once the LEA approves your request. You will be notified via email if any further documentation is required.

Please note:

- All substitutes, day to day, and full-time, must hold a certification through the PA Department of Education (PDE). If an employee already holds permanent certification in the content area for which they are substitute teaching, the bullet points below do not apply.
- Day to Day substitutes are required to hold a "Type 06 Emergency Permit: Day-to-Day Substitute All Instructional Areas PK-12". This permit is at no cost to the employee.
- Once a substitute hits his/her 40 days and becomes a "full-time substitute", he/she **must** be certified under a "Type 04 Emergency Permit: Long-Term Substitute" (if he/she does not already hold permanent certification in PA). This permit costs \$100, and requires that transcripts are sent to PDE.