

TIMS

How do I apply for a Certificate of Preliminary Education (Funeral Directors, Practical Nurses, Foreign-Educated Practical Nurses, Public Librarian)?

Go to: www.education.state.pa.us

Log In (upper left-hand side of the screen – if you do not have a log in, you will need to register)

Once your registration is complete, you will come to the “registration complete” screen. (Note: I had problems logging in on this page, I suggest you go back to www.education.state.pa.us and log in.)

On left-hand side, select: **Teachers and Teacher Certifications**

When the screen comes up, click on the



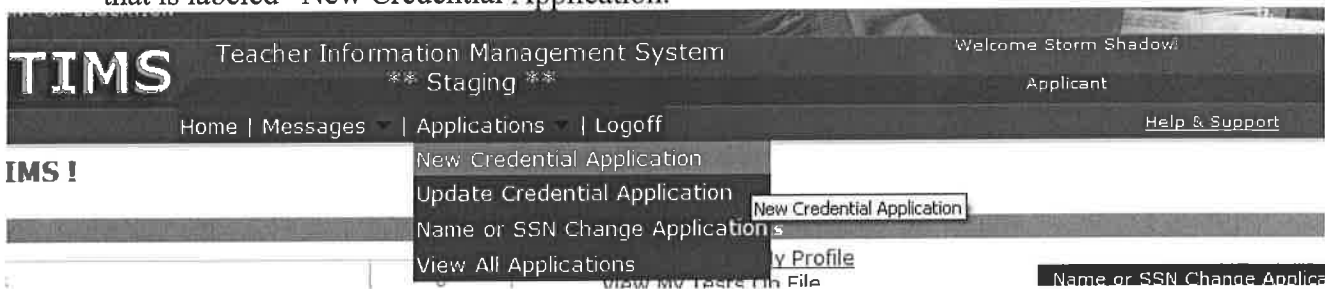
TIMS logo

This will take you to the “access TIMS” page and will show you as logged in. Access the TIMS application by clicking “here” where indicated.

Complete your profile information as requested and then click “continue.”
Make a note of your PPID when it appears on your screen and keep it in a safe place.

From your TIMS home page, or Dashboard:

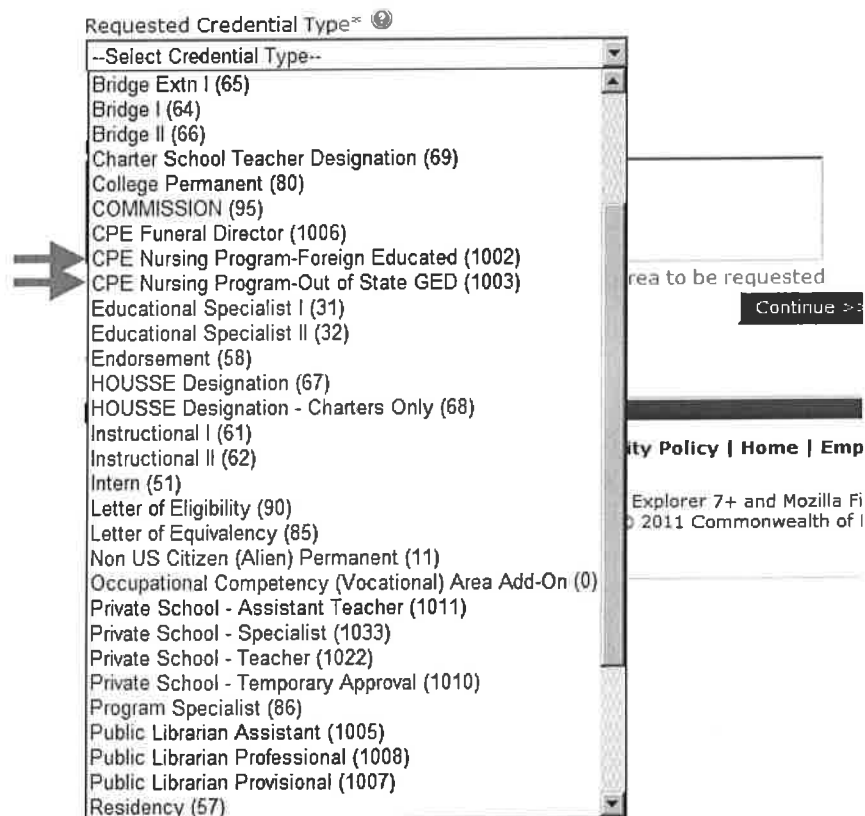
- Click on “Applications at the top of your screen, and then choose the option for “New Credential Application,” or click on the button below the Messages and the Application(s) In Process charts that is labeled “New Credential Application.”



New Credential Application



- Click on the drop down menu to select the “Requested Credential Type” you are applying for.
 - Move your mouse over the credential type you are requesting, and then click on it.


Select Credential Type and Subject Area to be requested



- See arrows above. If you are foreign educated, click on “CPE Nursing Program-Foreign Educated (1002).” If you have an out-of-state GED certificate, choose “CPE Nursing Program-Out of State GED (1003).”

Click on the link below the box for the “Requested Certification Subject Area(s)”

Requested Credential Type* 
CPE Nursing Program-Foreign Educated (1002) 

Requested Certification Subject Area(s)* 

[Click here to select certification subject area to be requested](#)



* denotes a required field


- In the pop-up window that shows up titled “Select Certification Subject Area to be requested,” click on the box to the right of the option “Certificate of Preliminary Education – (1000)” to put a check mark in it, and then click on the button below that box labeled, “Include Selected Certification Subject Area(s) in My Application.”

Select Certification Subject Area to be requested
Select the Certification Subject Area(s) to be included in the application from the list below.

Certification Subject Area	
Certificate of Preliminary Education - (10000)	<input checked="" type="checkbox"/>

- Click on “Continue >>”

Requested Credential Type* 
CPE Nursing Program-Foreign Educated (1002) 

Requested Certification Subject Area(s)* 
Certificate of Preliminary Education - (10000)

[Click here to select certification subject area to be requested](#)

- In the last page of the actual application process, “Summary : Application Summary,” verify the information on that page, and then scroll to the bottom of the page and click on the two boxes to verify the information.
 - Once this has been completed, click on the button “Proceed to Submit >>”

Summary : Application Summary 1 2 3 4 5 **Summary**

Application Summary < Back Proceed to Submit >>

Application ID: 693286
 Application Type: Application for New Credential(s)
 Credential Type: CPE Nursing Program-Foreign Educated (1002)
 Application Status: Incomplete

Code of Conduct

The Pennsylvania code of Professional Practice and Conduct for Educators, which may be found on the [PDE Website](#) , sets forth the standards for professional practice for Pennsylvania professional educators. All professional educators are expected to conduct themselves in accordance with the Code. Failure to do so may result in professional discipline. Indicate that you have read the code by checking the box below.

I certify that I have read and will abide by the Code of Professional Practice and Conduct for Educators. *

I hereby certify that all statements, attestations, information, data and documentation contained in this application are true and accurate. I also understand that the authorized electronic signature (User ID and Password) used to submit this application has the same legal validity and enforceability as a written signature. I further understand that any falsification of any statement or document included with my application may result in professional discipline, which may include revocation of my Pennsylvania certificate. *

Print Proceed to Submit >>

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

* denotes a required field.

- Once the application is submitted, choose the payment option and proceed from there.
- After the payment information is entered, you will be offered the option to “Print Coversheet.” You will need to print this cover sheet and then send any supporting paperwork, such as transcripts, foreign transcript evaluations, or GED scores with this cover sheet so that information can be scanned in and attached to your TIMS application.

The TIMS site states you should allow 12 weeks for application processing once all needed documentation has been received by the Pennsylvania Department of Education (PDE).

You will need to check back to your TIMS home page or “dashboard” to check on your application status.

You will need to print a copy of your certificate for the school.

Samples of a PDE equivalency certificates for CPE Nursing Program-Foreign Educated and CPE Nursing Program-Out of State GED follow:



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 MARKET STREET
HARRISBURG, PA 17126-0333
www.education.state.pa.us

July 1, 2011

Your name
and address

MEMORANDUM OF EDUCATIONAL CREDIT

(to accompany Certificate of Preliminary Education, No. 11100049)

Profession: PRACTICAL NURSING.

Date of Birth: 10/17/1980

Education:

<u>Country</u>	<u>Completion Year</u>	<u>U.S. Equivalency</u>
Nigeria	2002	High School Diploma

THE MEMORANDUM OF EDUCATIONAL CREDIT IS FOR THE EXCLUSIVE USE OF THE STATE BOARD OF NURSING AND IS NOT VALID FOR ANY OTHER PURPOSE.

Approved by:

Renee Lenker



COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF EDUCATION

333 MARKET STREET

HARRISBURG, PA, 17126-0333

www.education.state.pa.us

CERTIFICATE OF PRELIMINARY EDUCATION

This is to certify that

Your Name

has satisfactorily completed the preliminary education requirements for the
profession of **CPE NURSING PROGRAM-OUT OF STATE GED CERTIFICATE OF
PRELIMINARY EDUCATION - (10000)**

Date Issued

11/01/2012

Certificate Number

7496

Given under the seal of the Department of Education of the Commonwealth of Pennsylvania at Harrisburg

Authorized by the Secretary of Education

11/29/2012

Disclaimer : This certificate is not an official record of validity of the bearer's Pennsylvania certifications. Official verification of the validity of this certificate can be found on the PA Teacher Information Management System (TIMS) which can be accessed at '<http://www.PA-TIMS.com>'. Prior to the hiring of the bearer of this certificate, all prospective employers should verify the validity of the certificate by accessing the Pennsylvania Department of Education's online certification at the website listed above.