

6.5 Creating a New Credential Application

To create a new Credential Application, click on "New Credential Application" from the Home screen.



You will be directed to the "Background Questions" screen where you will be required to respond to each question. To repond, click the applicable radio button next to each question.

	TIMS Teacher Information Management System Applicant Home Messages Applications Logoff Help & Support	1997 (M
Background Before continuir	d Questions Back to Pr g with this application, you must respond to each question below.	evious Page 🛛 🔞
Question #	Question	Response
1	Mave 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), *	O Yes-Unfounded
		© Yes-Indicated
		© Yes-Founded
		© No
2	Are you currently the subject of any misconduct or investigation by an employer? (If yes, click here for additional instructions). *	© Yes
		© No
2	Have you ever resigned from or otherwise left employment(e.g., settlement or agreement) while allegations of misconduct were pending or under investigation? (<u>If yes, click here for additional instructions)</u> .	© Yes
		© No
4	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), *	© Yes
		© No
5	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), *	© Yes
		© No
5	Have you ever been convicted of crime classified as a misdemeanor or felony in this state or any other state, territory or country? (For purpose of this question, convicted includes pleas. However, summary offenses do not need to be acknowledged.) (<u>If yes, click here for additional instructions</u>). *	© Yes
		© No
7	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), *	© Yes
		© No



If you respond "Yes" to any question, click on the hyperlink, "(If yes, click here for additional instructions)."

	TIMS Teacher Information Management System Welcome Applicant Home Messages = Applications = Logoff Hele & Success	anna leadhlitheac
Background Before continuin	d Questions Back to Program Ba	revious Page 🛛 🔞
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If you click "Yes" you will see a popup that will provide additional instructions.

💋 Help - Microsoft Internet Explorer provided by Infotech Consulting, Inc.	
🚱 https://www.timetextstantscare@collecter.com/https://www.timeCertificate ever	
Help Content ID: 3 Applicant - Background Questions	
Be honest; providing inaccurate responses may be grounds for certification denial, suspension or revolution. A yes answer is not an automatic denial. Be sure to supply any supplemental information requested (refer to list below). Please note: Incorrectly answering any Background question may significantly delay the processing of your application.	ela & Succes ious Page
DOCUMENTATION NEEDED:	Respo
Question 1: If you have answered "pending", "unfounded," "founded" or "indicated" you must provide a current, original Child Abuse Clearance from the state, territory or country in which the investigation or report occurred, and a signed letter of explanation with your application. If you have never been the unbiase of a child draw investigation or report veloci the "or" box.	D Yes-Unfc
Question 2. If you have answered "yes" a signed letter of explanation, as well as any public documentation pertaining to the disciplinary action must be submitted with this application.) Yes-Four
Question 3. If you have answered "yes" a signed letter of explanation, as well as any documentation pertaining to the disciplinary action, termination, dtional dtional	e Yes
Questian 4. If you have answered "yes" a signed letter of explanation, as well as any public documentation pertaining to the disciplinary action must be	D No
submitted with this application. to of	0 Yes
Question 5. If you have answered "yes" you will not be automatically prevented from obtaining a PA certification denial based on insufficient credentials (su	D No
Help Content ID : 3 Ing by a	O Yes
	0 No
5 Have you ever had any certificate or license for any profession denied, revoked, suspended, sumendered or received a public reprimand in this or any other state, territory or country? (If yes, click here for additional instructions). *) Yes
	D No

After responding to each question, scroll to the bottom of the page. Read the affidavit, review the response to your questions, click the box stating you have read and agree to the statement, and click "Continue".





The following page will open. Click the down arrow next to the "Select Credential Type" box and select the Credential type you are requesting.

TIMS Teacher Information Management System Home Messages - Applications - Logoff	Welcome Applicant <u>Help & Support</u>
Select Credential Type and Subject Area to be requested	0
Requested Credential Type* Select Credential Type	
Requested Certification Subject Area(s)*	
Click here to select certification subject area to be requested Cancel Continue >>	
* denotes a required field.	

When you choose the Credential Type, the hyperlink for the "Requested Certification Subject Area(s)" will be enabled. Click on the hyperlink "Click here to select certification subject area to be requested" and choose the subject area for the Credential you are requesting.

TIMS Teacher Information Management System Home Messages - Applications - Logoff	We
Select Credential Type and Subject Area to be requested	
Requested Credential Type*	
Requested Certification Subject Area(s)*	
Click here to select certification subject area to be requested Cancel Continue >>	
* denotes a required field.	



Chose your Subject Area(s) (you may choose more than one). Note that you may page through all subject areas by clicking the page numbers above the "Cancel" button to choose from additional subjects. When finished, click "Include Selected Certification Subject Area(s) in My Application".

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You will be directed to the next page where you will be able to view your selection(s). Before continuing, you will be required to respond to a number of questions. Respond by clicking "Yes" or "No" using the radio buttons next to each button. When finished, click "Continue".

TIMS Teacher Information Management System Home Messages ~ Applications ~ Logoff	Welcome Applicant <u>Help & Support</u>	
Select Credential Type and Subject Area to be requested		0
Requested Credential Type* Instructional I (61)		
Requested Certification Subject Area(s)* Art K-12th (1405)		
<u>Click here to select certification subject area to be requested</u> Your application requires a response to the following preliminary questions.	1	
Are you submitting this application for this subject area based on a specific content knowledge test and not on completing a teacher preparation program?*	See No	
Did you complete your Teacher or Administrator Preparation Program at a Pennsylvania institution?*	⊘ © Yes No	
Did you complete your Teacher or Administrator Preparation Program at multiple institutions (either in Pennsylvania or out of state)?*	⊘ ⊘ Yes No	
Did you complete your Teacher or Administrator Preparation Program more than 7 years ago?*	⊘ ⊘ Yes No	
Cancel Continue >>		
* denotes a required field.		



You will then see a confirmation screen. Click "Yes" to continue.

TIMS Teache	er Information Management System essages = Applications = Logoff	Welcon	ne . Applicant <u>Help & Support</u>	
Select Credential Type and Subject	Area to be requested			Ø
Requested Credential Type* Instructional I (61)	×			
Requested Certification Subject Area(s)* Art K-12th (1405)				
Click here to select certification subject area t	o be requested			
Your application requires a response to the				
Are you submitting this application for this subject completing a teacher preparation program?"	Are you sure you want proceed with this application?	© Yes	© No	
Did you complete your Teacher or Administrator P	Yes No) Yes	© No	
Did you complete your Teacher or Administrator Pr Pennsylvania or out of state)?*	eparation Program at multiple institutions (either in) Yes	© No	
Did you complete your Teacher or Administrator Pr	eparation Program more than 7 years ago?*	© Yes	© No	
	Cancel Continue >>			
* denotes a required field.				