

Conversion to Instructional II Permanent Certification for Professional Staff

Requirements:

- Complete Teacher Induction Program
- Complete three years of satisfactory service
- Complete 24 post baccalaureate credits

Once the above is achieved, complete Instructional II Permanent Certification application with the Pennsylvania Department of Education via the TIMS website at www.pde.edu

1. Select "Access TIMS (Certification Application System)"
2. Enter PDE log in credentials (username and password)
3. Click on the Applications tab at the top of the page and select "New Credential Application"
4. Click tab "Select Credential Type"
5. Click Instructional II and proceed through the application.
 - a. Contact the Director of Human Resources to inform the district you are applying for Level II and to verify that you have achieved the above requirements.
6. PDE requires a fee of \$200 with your application.
7. Cover letter will be supplied to print and to mail with your sealed transcripts. There is an electronic option for universities to submit transcripts directly to PDE. Take note of this information located on the last section of your Instructional II application.

The printed cover letter includes PDE Form 338P with your profile, school's profile, and other information. You do not have to do anything with this form. The district will complete this information electronically.

8. Mail the cover letter and sealed transcripts to:
Bureau of School Leadership and Teacher Quality
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
9. The conversion process with the Department of Education will take time so do not delay. When you have met all requirements, begin the application process. If process is not completed and your certificate becomes invalid, you will not be eligible for employment as a teacher in a Pennsylvania public school district.
10. Notify the Director of Human Resources when your application process is complete and with any questions regarding the approval process.
11. Upon receipt of Level II certificate, print a copy and forward to Human Resources for update of your files with the district.





Contributed by Carla Cipro and Rebecca Leitzell


Step 1

[State Library](#)
[State Board of Education](#)
[Professional Standards & Practices Commission](#)

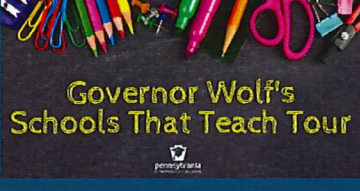
I WOULD LIKE TO...

[Access My PDE Suite](#)
[Access TIMS \(Certification Application System\)](#)
[Become Certified in PA](#)
[Request a GED Transcript](#)
[Find Act 45/PIL Information](#)
[View Codes and Regulations](#)
[View Background Checks/Fingerprinting](#)
[View the Basic Education Circulars \(BECs\)](#)
[Search Notice of Certification Actions](#)


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[Education Secretary Rivera Brings Schools That Teach Tour to Columbia Borough School District](#)
[State Education Secretary Rivera Brings Schools That Teach Tour to Chambersburg's Coyle Free Library](#)
[Governor Wolf Announces 2018 Teacher of the Year Finalists](#)
[Wolf Administration Releases Equity and Inclusion Toolkit for Schools](#)
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Equity and Inclusion Toolkit




Governor Wolf's Schools That Teach Tour



Every Student Succeeds Act (ESSA)

Step 2

**pennsylvania**
DEPARTMENT OF EDUCATION
pennsylvania PA

MyPDESuite Application Login Screen

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: **cwopalusername**).

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](#)

Step 3

pennsylvania
DEPARTMENT OF EDUCATION

TIMS

Teacher Information Management System

Home | Messages | Applications | Logout

Welcome to TIMS !

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

Profile & Settings

View & Update My Profile

Profile Change Application

Emergency Permit Request

Permit Request ID	LEA Name	Status
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Step 4

pennsylvania
DEPARTMENT OF EDUCATION

TIMS

Teacher Information Management System

Home | Messages | Applications | Logout

Welcome Rebecca Leitzell!

Applicant

Help & Support

Select Credential Type and Subject Area to be requested

Requested Credential Type*
--Select Credential Type--

Requested Certification Subject Area(s)*
Click here to select certification subject area to be requested

Continue >> Cancel

* denotes a required field.