Teacher Information Management System TIMS

[Previous News & Announcements

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The current schedule for implementation of the Teacher Information Management System (TIMS) can be found on our implementation calendar. Any changes to the projected schedule will be reflected in this document.

Once a specific "go live" date for TIMS is determined, the Teacher Certification System (TCS), as well as the Professional Education Records Management System (PERMS), will be closed for a period of two weeks prior to the TIMS implementation date. The currently anticipated date of "shut down" of the old systems for upgrade is reflected on the implementation calendar.

PERMS specific implications:

- During the period of closure, school districts and Act 48 providers will be unable to upload Act 48 hours for professional education activities, and institutions of higher education will be unable to upload college credits into PERMS. No updates of information will occur.

- All PERMS information can be viewed during the closing period. Systems may be accessed for viewing information that is currently in the system at the time of closing.

TIMS/TCS specific implications:

- Paper applications will continue to be accepted and date stamped as received, but will not be entered into TCS or TIMS.
- Type 06, day to-day emergency permits upload through TCS will not be available.
- Certification and application information in TCS can be viewed on the website as normal during the closing period. The TIMS and PERMS systems will be available for data entry *on the announced "go live"* date. Thank you in advance for your cooperation and patience. The department is excited to share this new system with you.

The Plan for Operations During the TCS/PERMS Shutdown Period

Transition View TCS (on web)

- If application displays as "assigned on hand":
  - the application has been entered into TCS
  - the application will be migrated to TIMS

- If application does **not** display
  - The application has not been entered into TCS
  - The applicant is requested to enter the application in TIMS also

- Specific directions will be posted on the web for applicants

To ensure no delays for the applicant during the initial implementation period we are requesting the applicant to:

-Complete both the current paper copy of the application (338 forms from web) and also

- Apply online through TIMS
- Pay online or send a money order with the application
- Print the coversheet from TIMS
- Send paper application (338 forms), coversheet from TIMS and needed documentation to PDE

This will only be needed for the first few weeks until we can verify that the TIMS system is fully functional.

Additional notes

- Health certificates or other verification forms will be accepted on either the 338 forms or the TIMS forms to facilitate the transition
- Processing will continue with applications migrated to TIMS on a first in first out basis

About Emergency Permit payments

- (Type 01,04,08) may need to be paid by money order for now-sent in with cover sheet which follows the current payment process
- (Type 06) can be paid through subsidy/pay later option