

How to Apply for Public Library Certification

Note: The first time you use TIMS, you have to register. After you register, wait 24 hours and you will get an email with passwords to apply.

If you are using TIMS for the first time:

1. Go to <http://www.education.state.pa.us/portal/server.pt/community/certifications/7199>
2. On the left side of the page (under “Log In”) click on “Register.”
3. Fill out the information that is required, and then click on “Register.”
4. Then hit “Continue.”

After 24 hours you should get an email with a password.

Once you have a password to use TIMS, follow these directions to apply for Public Library Certification or to view your existing certification:

1. Go to <http://www.education.state.pa.us/portal/server.pt/community/certifications/7199>
2. On the left side of the page, click on “Log In.”
3. Click on the “Teachers” icon.
4. Click on “TIMS.”
5. On navy blue tab click “Access TIMS.”
6. At bottom of page click on “here.”
7. Type in your Social Security number, etc., as required.
8. Your credentials will show on the next screen, if you already have a certificate. Otherwise:
9. On the black tab, click on “New Credential Application.”
10. Fill in which credentials you are applying for (librarian credentials) and
11. Fill in the type of credentials (Library Assistant, Provisional or Professional Librarian)
12. Then follow the form, step by step. (Disregard the questions about teacher certification and work experience.)
13. At the end of the form, hit “Submit.”
14. Note: you do not need to pay anything.
15. Print the cover sheet and include this sheet with your transcripts and send all documents to the address printed on the screen.