

Procedure for Submitting Proof of Active School Nurse Certificate if Audited (July 2013)

1. Go to www.teachercertification.pa.gov
2. Enter name and educational entity or PPID. Click “Search.”

The screenshot shows the TIMS (Teacher Information Management System) search interface. At the top left is the Pennsylvania Department of Education logo. The main header reads "TIMS Teacher Information Management System". The search area is titled "Search Educator Certification" and includes a note: "(Includes Public Librarians and Certificates of Preliminary Education (CPE) for Funeral Directors and Nursing School Candidates)". Below this is a section for "Enter Name and/or Educational Entity" with a note: "Note: Educational Entities include school districts and their schools, intermediate units, charter schools, career and technical centers, and state juvenile correctional institutions. For private educational entities, search on educator name only." There are input fields for "Last Name:", "First Name:", and "Educational Entity:". Below these is a note: "Employment data as of school year 2012-2013 for public educational entities only". An "OR" separator is followed by an "Enter Professional Personnel ID (PPID):" field with a note: "Application status can only be searched by PPID". At the bottom of the search area are "Search" and "Clear" buttons. The footer contains links for "Privacy Policy", "Security Policy", "Home", "Employment Opportunities", "Contact Us", "FAQ", and "Site Tools", along with the copyright notice: "Copyright © 2009 Commonwealth of Pennsylvania. All rights reserved."

3. Your name should appear at the bottom of the screen.

Search Educator Certification
 (Includes Public Librarians and Certificates of Preliminary Education (CPE) for Funeral Directors and Nursing School Candidates)

Enter Name and/or Educational Entity
 Note: Educational Entities include school districts and their schools, intermediate units, charter schools, career and technical centers, and state juvenile correctional institutions. For private educational entities, search on educator name only.

Last Name: First Name:
 Educational Entity:

Employment data as of school year **2012-2013** for public educational entities only

OR

Enter Professional Personnel ID (PPID):
 Application status can only be searched by PPID

Last Name	First Name	Middle Initial	Educational Entity	School Year	Action
BAHN	BETH	A	No Employment Record on file		View Complete Profile

Total Record(s) : 1

4. Click on “View Complete Profile.”

Educator Complete Profile

Last Name: BAHN Place of Employment: No Employment Record on file
 First Name: BETH
 Middle Initial: A Discipline Status: N/A ?

PA Certifications

Standard Credentials

Credential	Issue Date	Expiration Date	Continuing Ed Status	Credential Status
Educational Specialist II School Nurse K-12 (1890)	09/01/1997		Active	Valid

Total Record(s) : 1

Emergency Permits

No Record(s) Found

5. Print this page and send to the Board of Nursing.