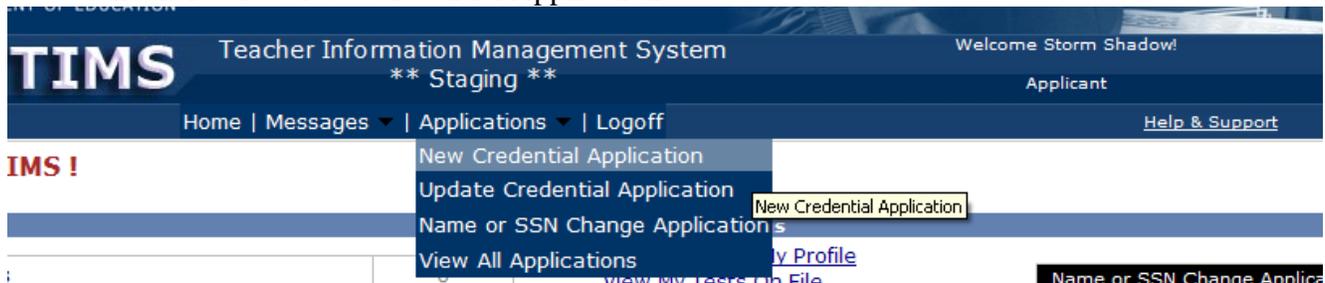


TIMS

How do I apply for a Certificate of Preliminary Education (Funeral Directors, Practical Nurses, Foreign-Educated Practical Nurses, Public Librarian)?

From your TIMS home page, or Dashboard:

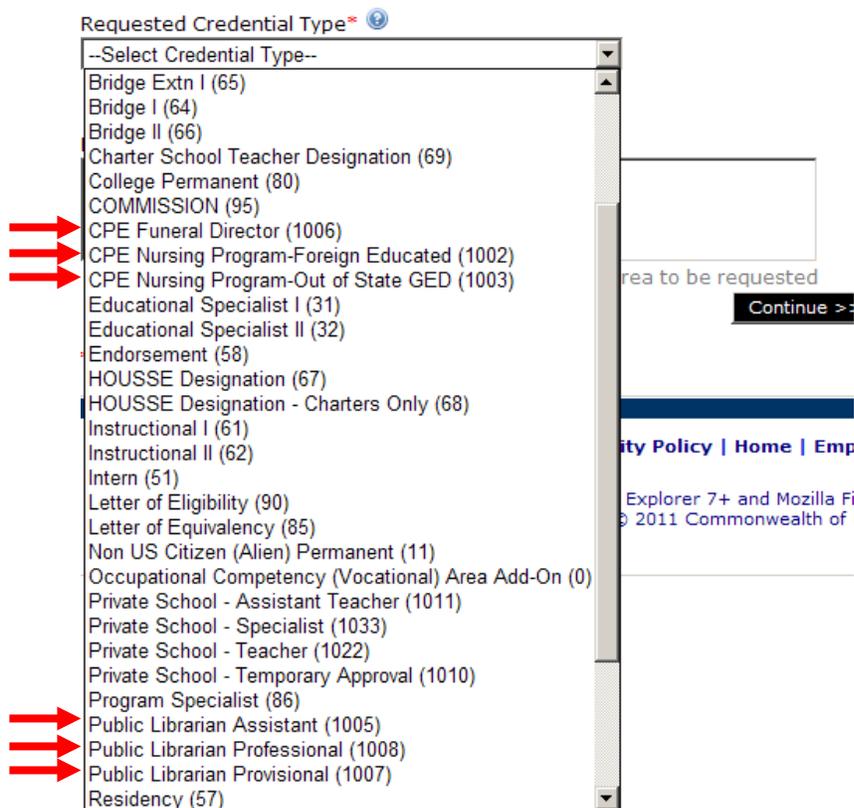
- Click on “Applications at the top of your screen, and then choose the option for “New Credential Application,” or click on the button below the Messages and the Application(s) In Process charts that is labeled “New Credential Application.”



New Credential Application

- Click on the drop down menu to select the “Requested Credential Type” you are applying for.
 - Move your mouse over the credential type you are requesting, and then click on it.

Select Credential Type and Subject Area to be requested



- Click on the link below the box for the “Requested Certification Subject Area(s)”

Requested Credential Type* ⓘ
 CPE Funeral Director (1006)

Requested Certification Subject Area(s)* ⓘ

[Click here to select certification subject area to be requested](#)

Continue >> **Cancel**

* denotes a required field

- In the pop-up window that shows up titled “Select Certification Subject Area to be requested,” click on the box to the right of the option “Certificate of Preliminary Education – (1000)” to put a check mark in it, and then click on the button below that box labeled, “Include Selected Certification Subject Area(s) in My Application.”

Select Certification Subject Area to be requested
 Select the Certification Subject Area(s) to be included in the application from the list below.

Certification Subject Area	
Certificate of Preliminary Education - (10000)	<input checked="" type="checkbox"/>

Cancel **Include Selected Certification Subject Area(s) in My Application**

- Click on “Continue >>”

Requested Credential Type* ⓘ
 CPE Funeral Director (1006)

Requested Certification Subject Area(s)* ⓘ
 Certificate of Preliminary Education - (10000)

[Click here to select certification subject area to be requested](#)

Continue >> **Cancel**

- In the last page of the actual application process, “Summary : Application Summary,” verify the information on that page, and then scroll to the bottom of the page and click on the two boxes to verify the information.
 - Once this has been completed, click on the button “Proceed to Submit >>”

Summary : Application Summary 1 2 3 4 5 **Summary**

Application Summary [< Back](#) [Proceed to Submit >>](#) [?](#)

Application ID: 693286
 Application Type: Application for New Credential(s)
 Credential Type: CPE Funeral Director
 Application Status: Incomplete

Code of Conduct

The Pennsylvania code of Professional Practice and Conduct for Educators, which may be found on the [PDE Website](#) , sets forth the standards for professional practice for Pennsylvania professional educators. All professional educators are expected to conduct themselves in accordance with the Code. Failure to do so may result in professional discipline. Indicate that you have read the code by checking the box below.

I certify that I have read and will abide by the Code of Professional Practice and Conduct for Educators. *

I hereby certify that all statements, attestations, information, data and documentation contained in this application are true and accurate. I also understand that the authorized electronic signature (User ID and Password) used to submit this application has the same legal validity and enforceability as a written signature. I further understand that any falsification of any statement or document included with my application may result in professional discipline, which may include revocation of my Pennsylvania certificate. *

[Print](#) [Proceed to Submit >>](#)

Disclaimer: Please note the following information in regard to your Social Security Number (SSN) DATA REQUIRED BY THE FEDERAL PRIVACY ACT (5 U.S.C. Section 552a note) AUTHORITY: 24 P.S. Section 1224.

* denotes a required field.

- Once the application is submitted, choose the payment option and proceed from there.
- After the payment information is entered, you will be offered the option to “Print Coversheet.” You will need to print this cover sheet and then send any supporting paperwork, such as transcripts, foreign transcript evaluations, or GED scores with this cover sheet so that information can be scanned in and attached to your TIMS application.