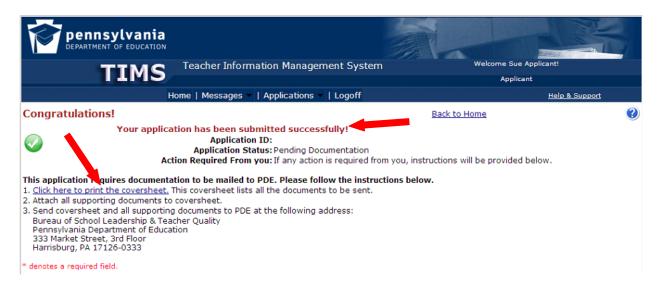


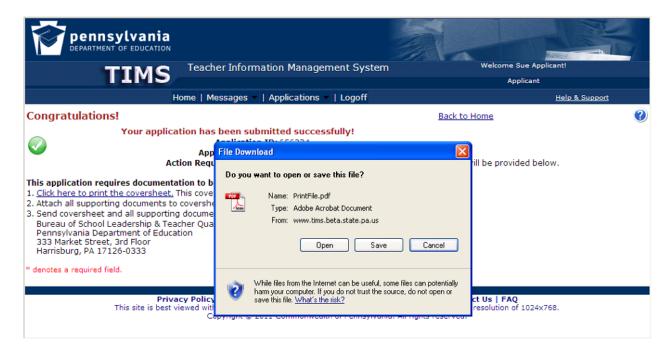
The following page will be returned letting you know that your application was successfully completed. If additional action is required on your part, that will appear on this page as well. In this case, additional documentation/proof of SSN or namechange is required. Click the hyperlink "Click here to print the coversheet".



3.4 Printing the Coversheet

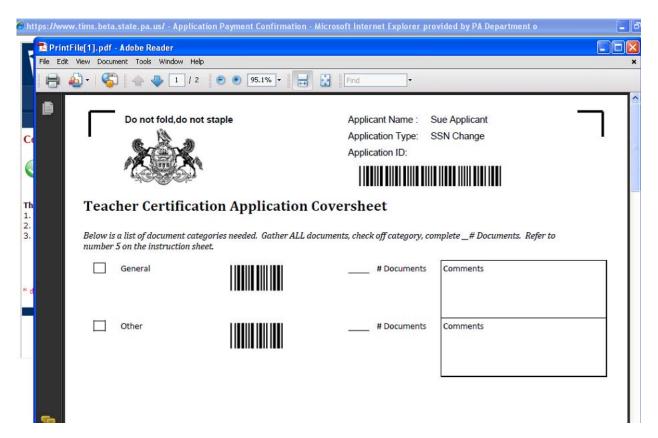
The cover sheet can be printed by selecting the "Click here to print the coversheet" link as identified above or from the dashboard after application is submitted.

You will see the following message pop up.





Choose "Open" or "Save". A new window will open with a PDF file as shown below.



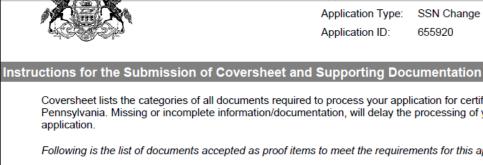
IMPORTANT NOTE: A two page document will open in PDF format. Review **BOTH** pages of the document as <u>it provides detailed instructions for submitting required documentation</u>. It is important that you read and follow all directions closely as this will help ensure that your application is processed as quickly as possible. Providing the cover sheet, which includes bar codes are used to identify and process your application within TIMS.

You may save and print this document from the PDF file. Refer to screenshot of the second page of cover sheet document below. By saving the document to your hard drive you can print the document later or send it electronically to a PK-12 Educational Entity or an Approved Educator Preparation Program if necessary. You will be required to submit it to PDE along with the documentation required. You may return to TIMS and print the cover sheet from your dashboard also.



Below is the second page of the cover sheet which provides specific information regarding the requirements for the credential or credential update for which you are applying. The last column "Application Requirements" identifies the requirements, while the "Acceptable Documents" column indicates the possible proof items that would demonstrate that you meet the requirements. To facilitate receipt of the documents and document scanning, these items are categorized in first column, "Document Category".

Below the grid are IMPORTANT instructions on how to submit the documentation to meet the requirements for the credential being requested.



Application Type: SSN Change Application ID: 655920

Coversheet lists the categories of all documents required to process your application for certification in Pennsylvania. Missing or incomplete information/documentation, will delay the processing of your Requirements

Following is the list of documents accepted as proof items to meet the requirements for this application.

Document Category	Acceptable Documents	Application Requirements
Clearance	FBI Clearance or Cogent Registration ID paper	Good Moral Character
General	Proof of SSN (copy of SS card)	SSN Proof
Other	Use only when no appropriate document category	

Note: The following documents cannot be older than a year:

Proof documents

Health Certificate Money Order

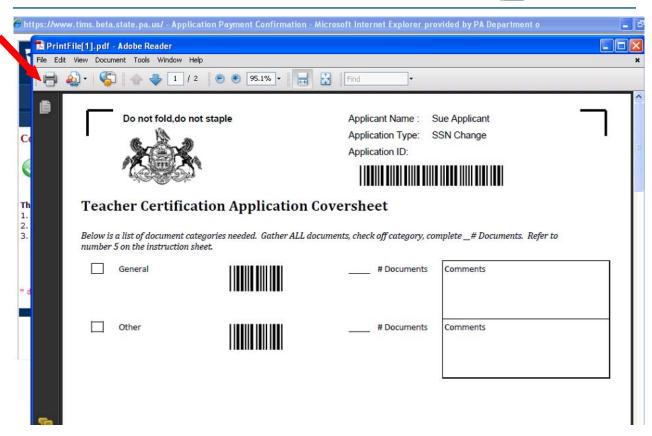
Reference Letters (if required)

Collect the documents identified above

Group the documents by category.

- Important instructions for document submission Please read all instructions carefully
- 2. Identify the number of documents (not the sheets of paper) in each category, e.g. a transcript which is 3 pages long, is considered 1 document. Official transcripts must be in a college sealed, unopened envelope or electronically sent from the college to the PDE.
- 3. Money Order cannot be expired.
- 4. Check the box on the coversheet to indicate the correct document category.





When finished, you must navigate back to the TIMS system if you have additional updates/changes.