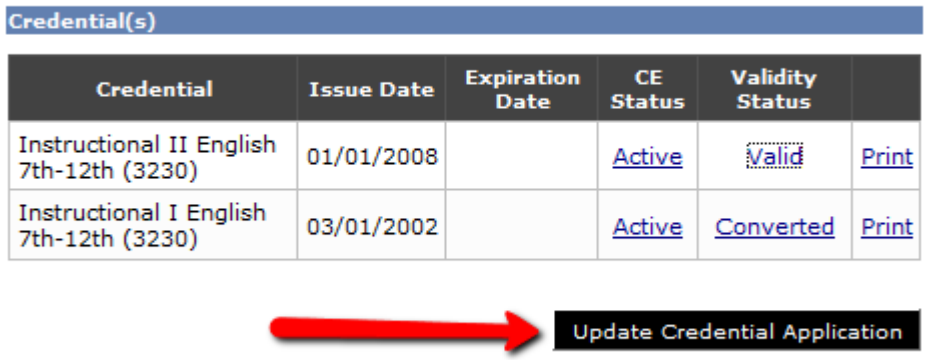
## 5.4 Updating Credential(s) Applications

To update a Credential Application, click on "Update Credential Application" from the Home Screen.

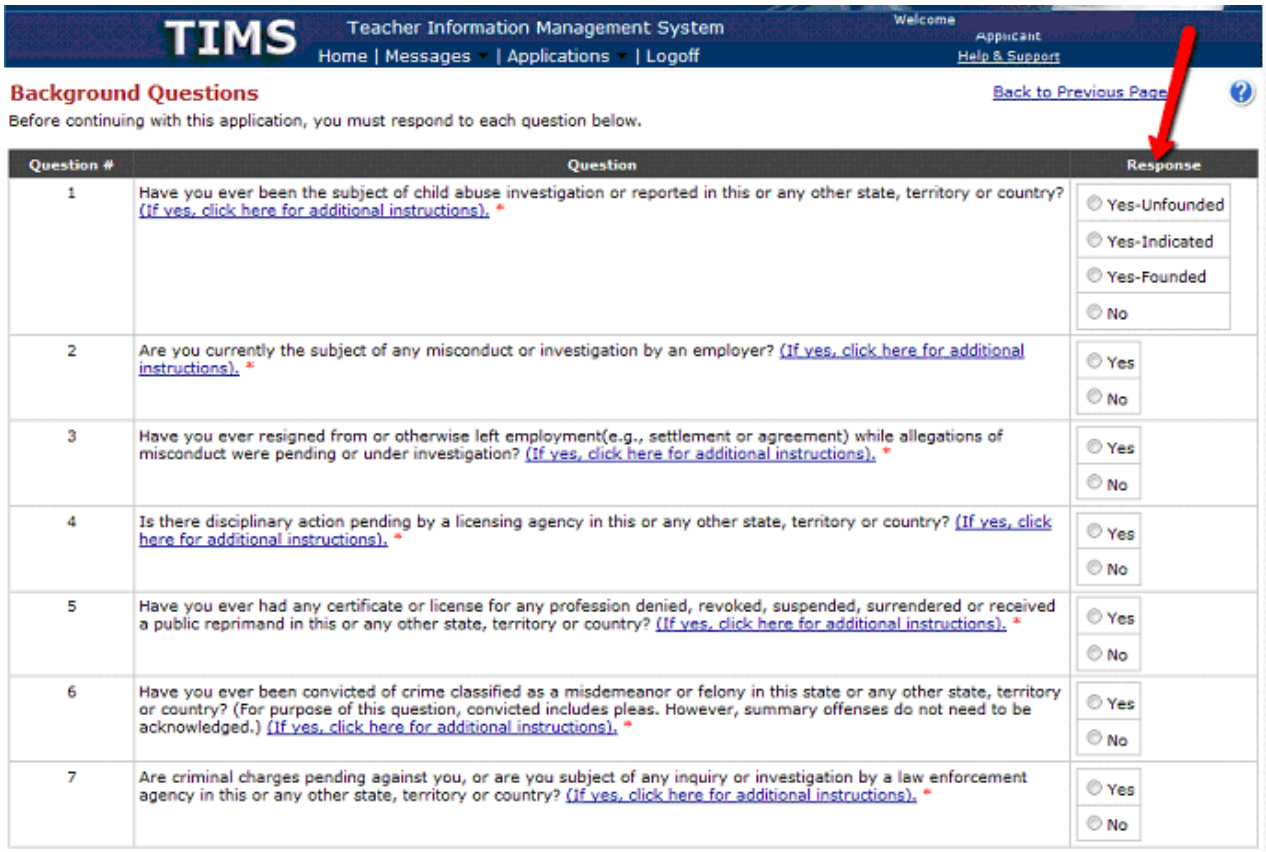


Credential(s)

| Credential | Issue Date | Expiration Date | CE Status | Validity Status | |
|---|---|---|---|---|---|
| Instructional II English 7th-12th (3230) | 01/01/2008 | | Active | Valid | Print |
| Instructional I English 7th-12th (3230) | 03/01/2002 | | Active | Converted | Print |

Update Credential Application

You will be directed to the "Background Questions" screen where you will be required to respond to each question. To repond, click the applicable radio button next to each question.



TIMS Teacher Information Management System

Welcome Applicant

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Help & Support

Background Questions

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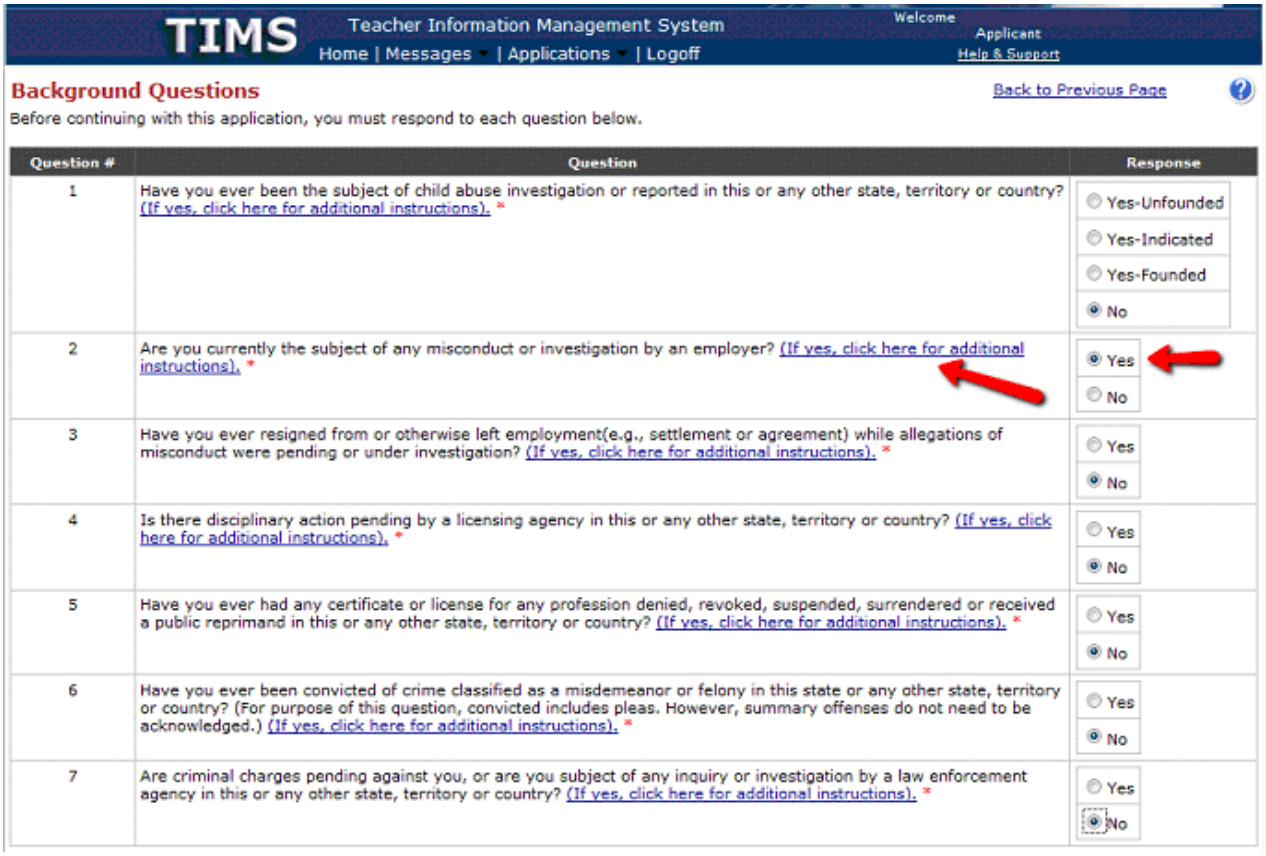
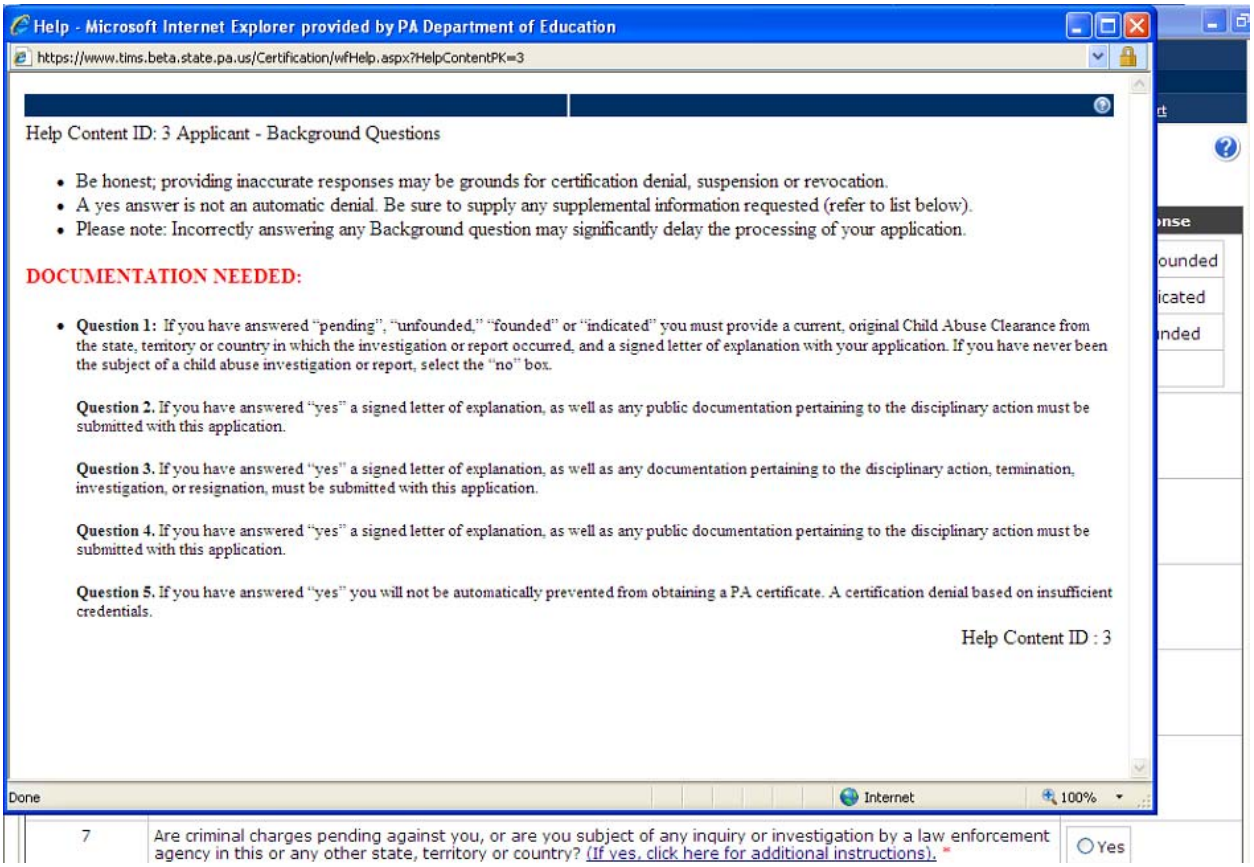
Before continuing with this application, you must respond to each question below.

| Question # | Question | Response |
|---|---|---|
| 1 | Have you ever been the subject of child abuse investigation or reported in this or any other state, territory or country? (If yes, click here for additional instructions). * | Yes-Unfounded<br>Yes-Indicated<br>Yes-Founded<br>No |
| 2 | Are you currently the subject of any misconduct or investigation by an employer? (If yes, click here for additional instructions). * | Yes<br>No |
| 3 | Have you ever resigned from or otherwise left employment(e.g., settlement or agreement) while allegations of misconduct were pending or under investigation? (If yes, click here for additional instructions). * | Yes<br>No |
| 4 | Is there disciplinary action pending by a licensing agency in this or any other state, territory or country? (If yes, click here for additional instructions). * | Yes<br>No |
| 5 | Have you ever had any certificate or license for any profession denied, revoked, suspended, surrendered or received a public reprimand in this or any other state, territory or country? (If yes, click here for additional instructions). * | Yes<br>No |
| 6 | Have you ever been convicted of crime classified as a misdemeanor or felony in this state or any other state, territory or country? (For purpose of this question, convicted includes pleas. However, summary offenses do not need to be acknowledged.) (If yes, click here for additional instructions). * | Yes<br>No |
| 7 | Are criminal charges pending against you, or are you subject of any inquiry or investigation by a law enforcement agency in this or any other state, territory or country? (If yes, click here for additional instructions). * | Yes<br>No |

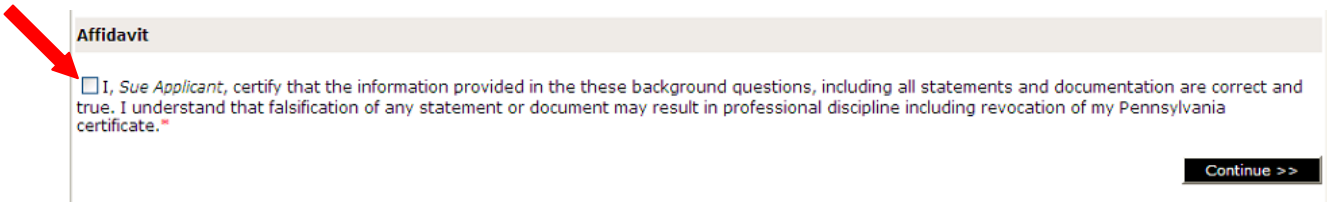
If you respond "Yes" to any question, click on the hyperlink, "(If yes, click here for additional instructions)."



If you click “Yes” you will see a popup that will provide additional instructions.

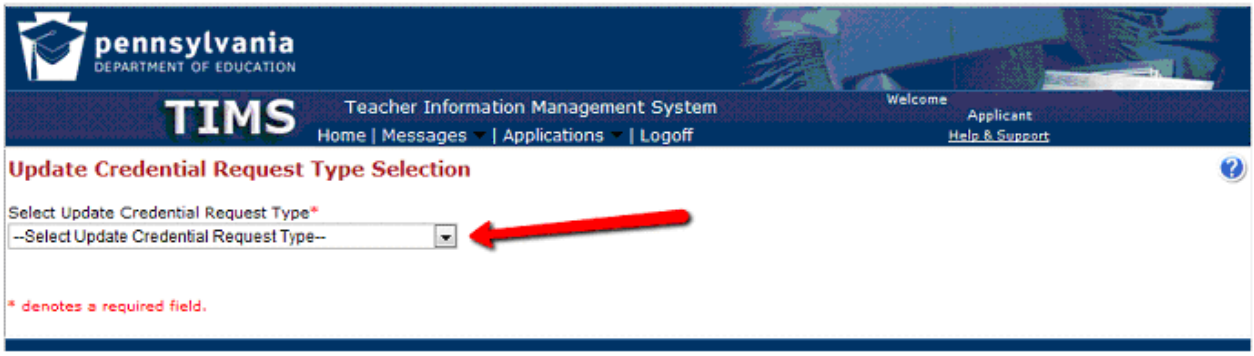


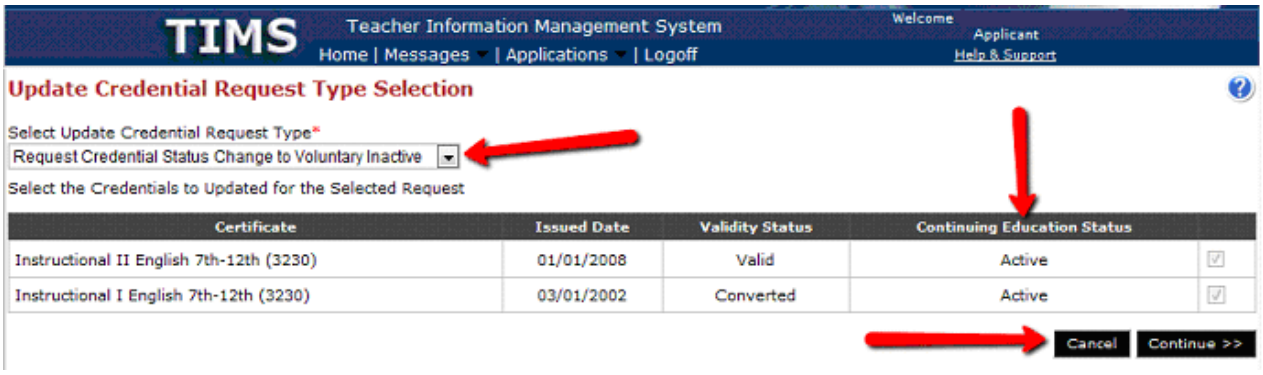

After responding to each question, scroll to the bottom of the page. Read the affidavit, review the response to your questions, click the box stating you have read and agree to the statement, and click “Continue”.



You will be directed to the next screen. Click on the down arrow next to "Select Update Credential Request Type" to choose the Credential you wish to update. You may choose from the following selections:

- Request Credential Status Change to Voluntary Inactive
- Request Deletion of Specified Credential
- Request Extension of Act48 Continuing Education Period
- Request Removal of Voluntary Inactive Status




### 5.4.1 Requesting Credential Status Change to Voluntary Inactive

Click the down arrow next to "Select Update Credential Request Type" and choose "Request Credential Status Change to Voluntary Inactive". When you do, the page will expand and you will view all current Active Credentials. Click "Cancel" to cancel. Click "Continue" to continue with this change.