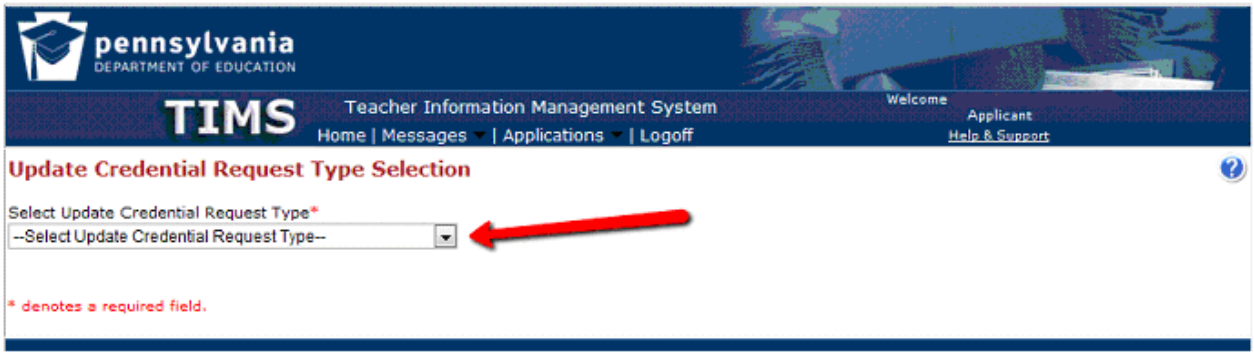
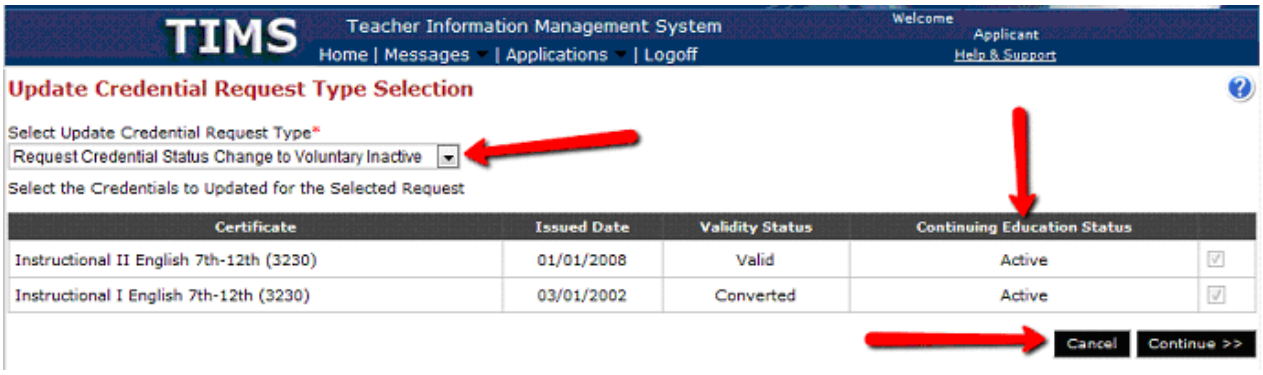
You will be directed to the next screen. Click on the down arrow next to "Select Update Credential Request Type" to choose the Credential you wish to update. You may choose from the following selections:

- 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

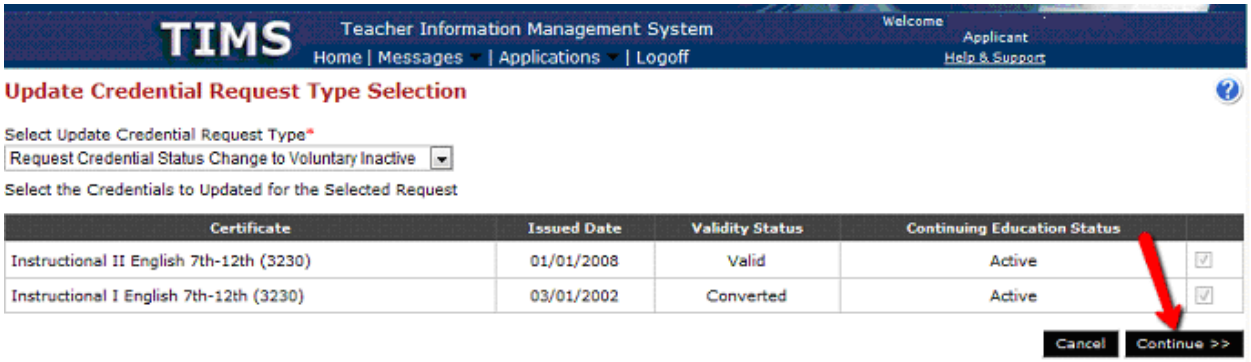


5.4.1 Requesting Credential Status Change to Voluntary Inactive

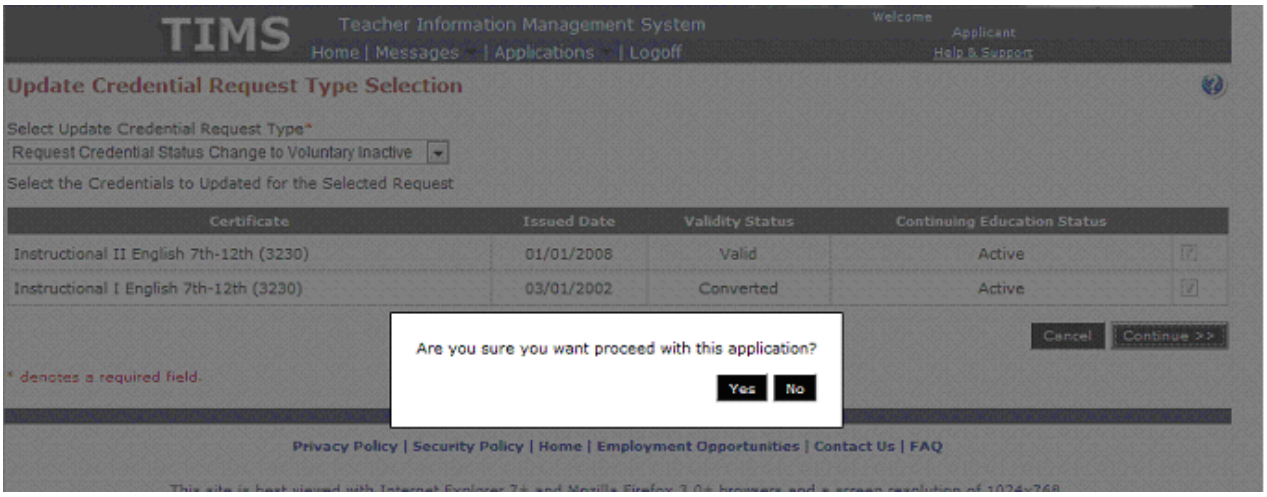
Click the down arrow next to "Select Update Credential Request Type" and choose "Request Credential Status Change to Voluntary Inactive". When you do, the page will expand and you will view all current Active Credentials. Click "Cancel" to cancel. Click "Continue" to continue with this change.



Click “Continue”.

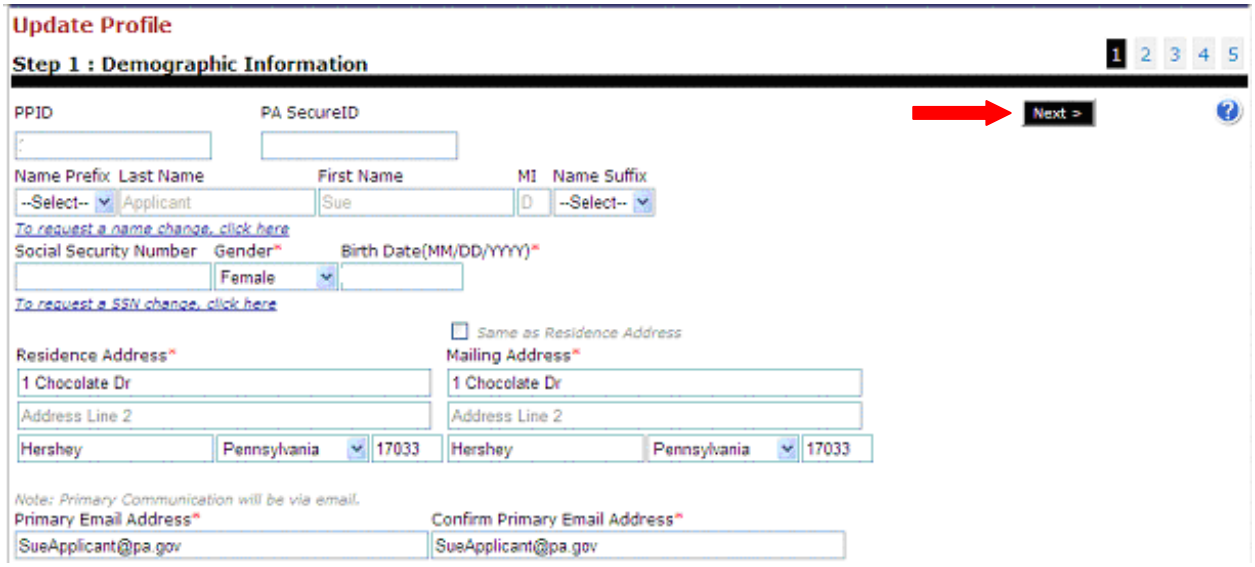


You will then see the following confirmation screen.

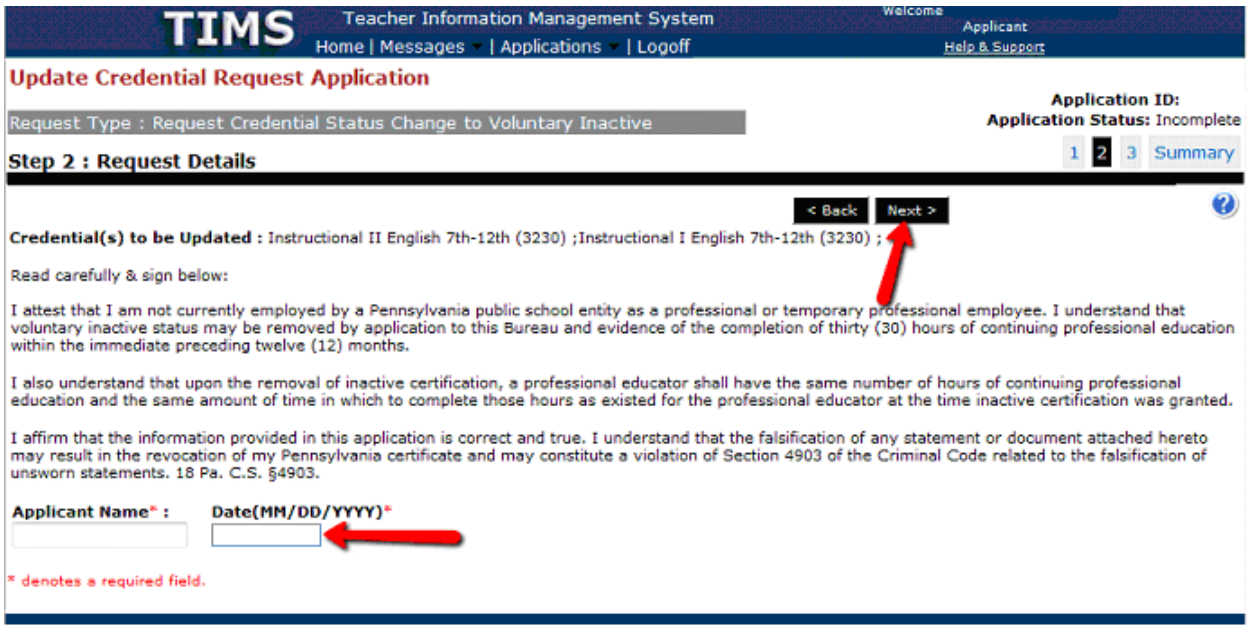


Click “Yes”.

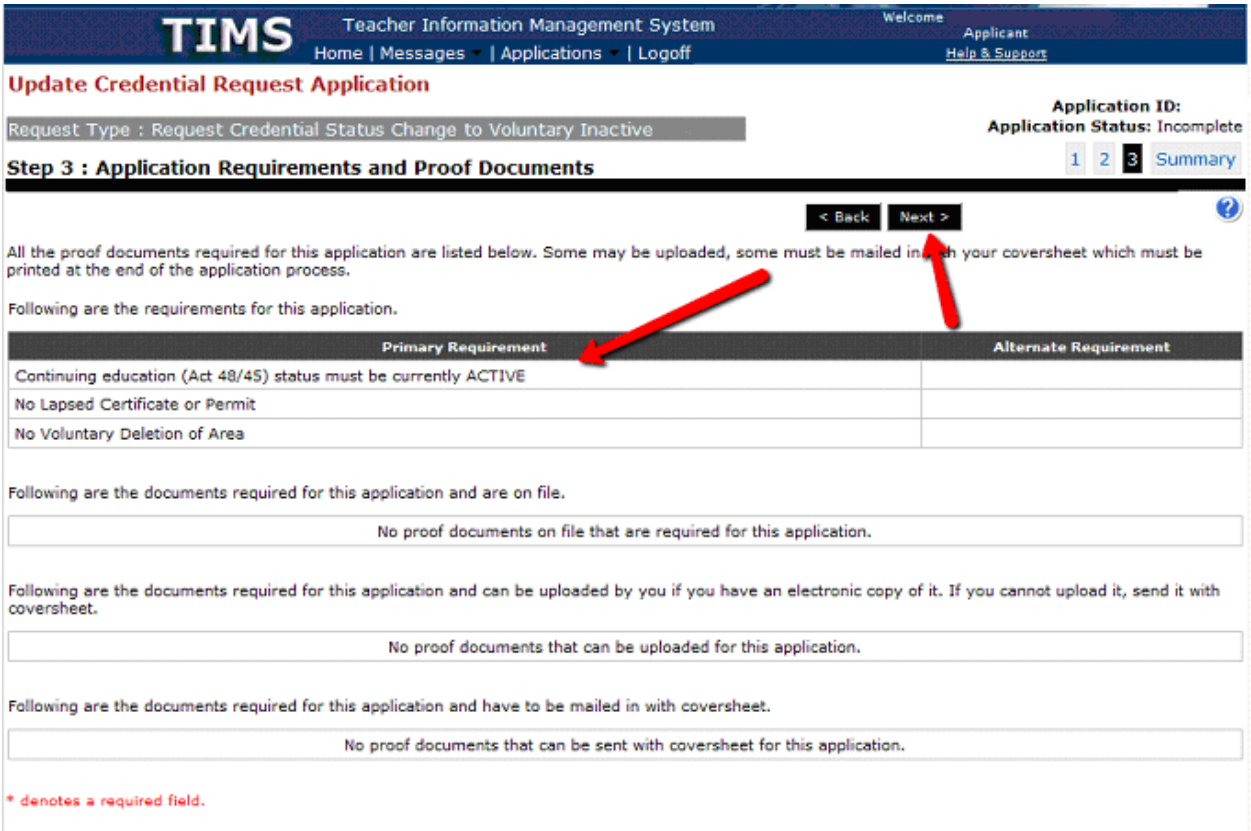
You will be directed to the Demographic screen where you will have the opportunity to review your demographic information. If changes are needed follow the directions in Section 3. above. If no changes are needed, click "Next".



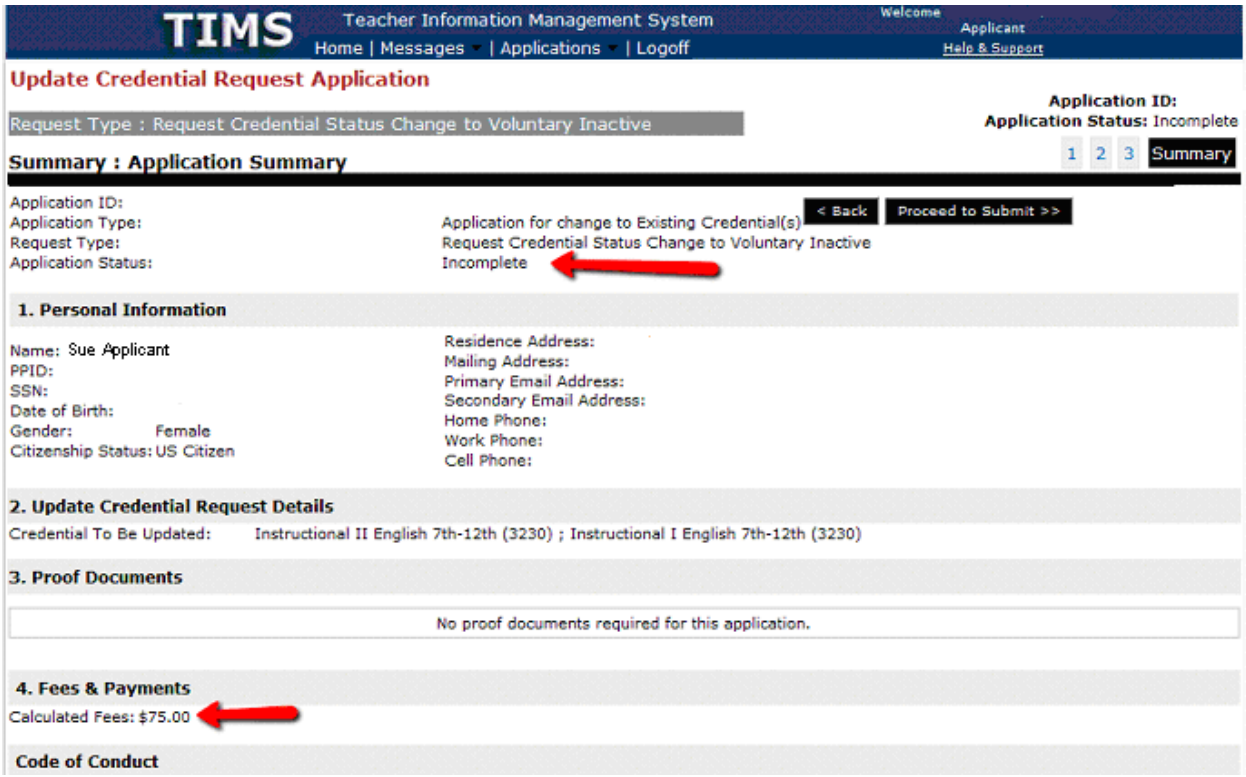
From the Next screen, you are required to read the Statements carefully and type in your name and the current date. When finished click "Next".



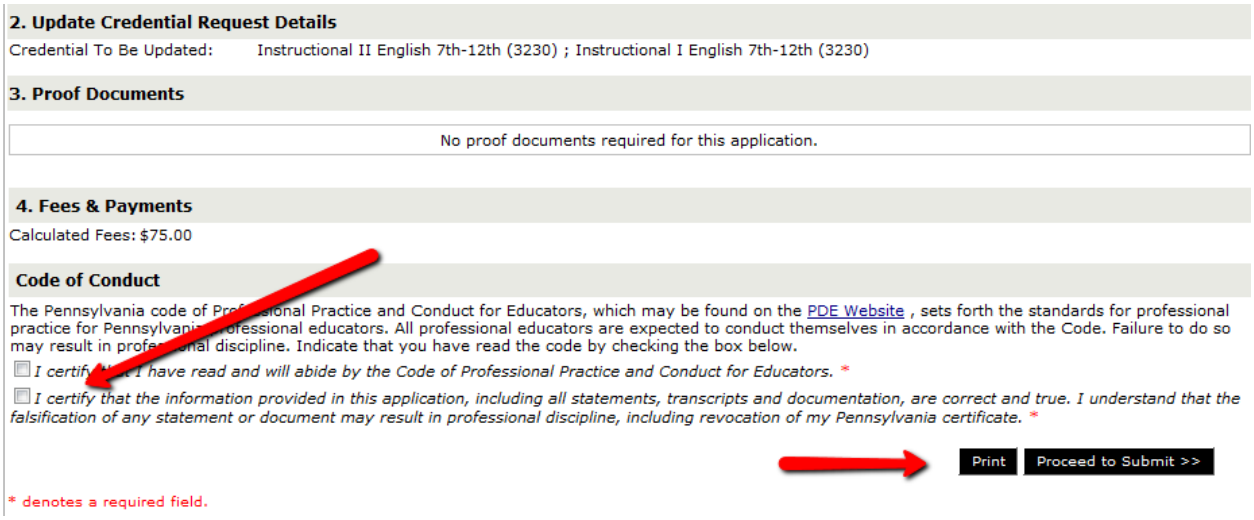
You will be directed to the next page which gives you a system generated list of requirements that may be needed by PDE. For some Credential types, no information is needed.


TIMS
Teacher Information Management System
Home | Messages | Applications | Logoff
Welcome
Applicant
Help & Support
Update Credential Request Application
Request Type : Request Credential Status Change to Voluntary Inactive
Application ID:
Application Status: Incomplete
Step 3 : Application Requirements and Proof Documents
1 2 3 Summary
< Back
Next >
All the proof documents required for this application are listed below. Some may be uploaded, some must be mailed in with your coversheet which must be printed at the end of the application process.
Following are the requirements for this application.
Primary Requirement
Alternate Requirement
Continuing education (Act 48/45) status must be currently ACTIVE
No Lapsed Certificate or Permit
No Voluntary Deletion of Area
Following are the documents required for this application and are on file.
No proof documents on file that are required for this application.
Following are the documents required for this application and can be uploaded by you if you have an electronic copy of it. If you cannot upload it, send it with coversheet.
No proof documents that can be uploaded for this application.
Following are the documents required for this application and have to be mailed in with coversheet.
No proof documents that can be sent with coversheet for this application.
* denotes a required field.

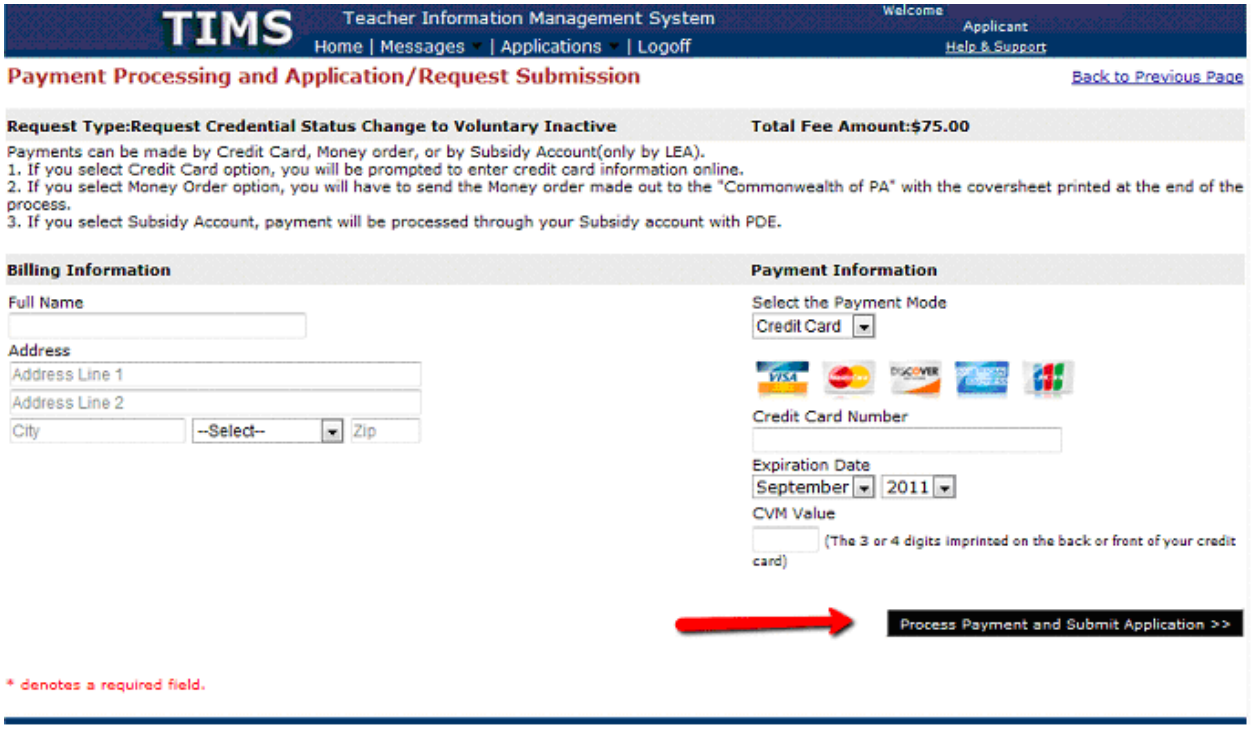
The next screen presents a summary of this change. Note the "Application Status" may indicate "Incomplete". If so, review the information provided on the summary page. There may be a fee associated with your Application. If so, it will be identified in Section 4. of this screen. Otherwise, there may be documentation that is required by PDE. If so, the outstanding required documentation will be listed in Section 3. Proof Documents.



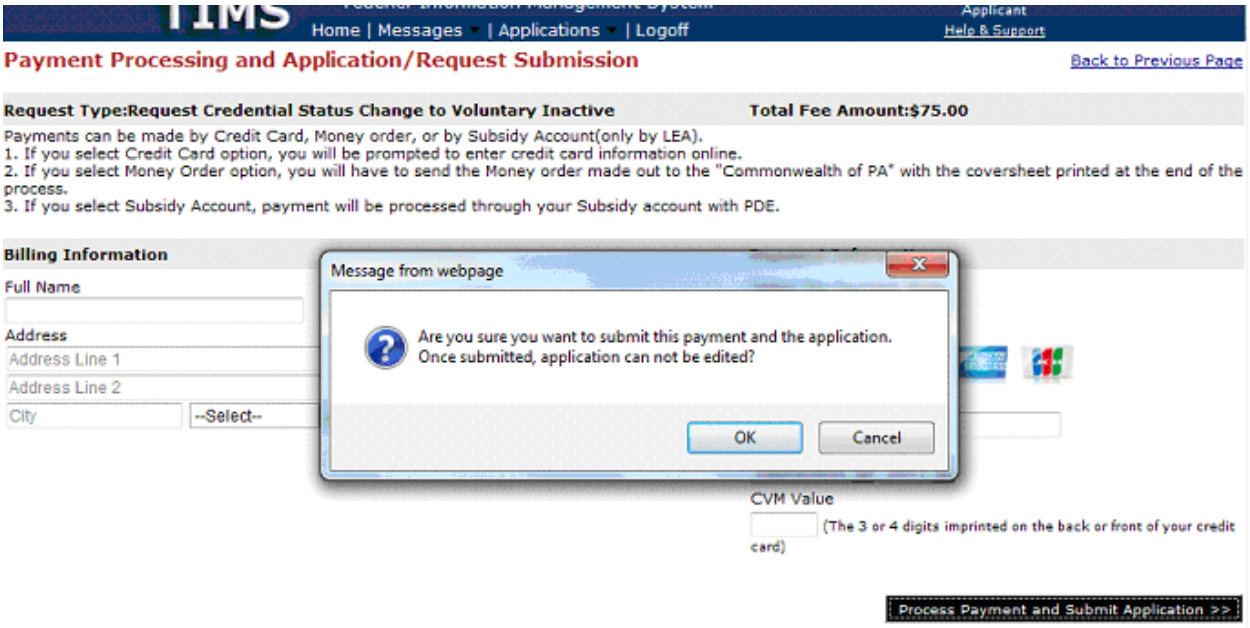
Before continuing, you must scroll down the page, review the "Code of Conduct" and certify your information by clicking on the boxes. You may then print this Application by clicking on "Print" or proceed with the application by clicking on "Proceed to Submit". Click on "Proceed to Submit".



You will be directed to the "Payment Processing and Application/Request Submission" Screen. Following the directions on the screen, complete the payment information and click on "Process Payment and Submit Application".



You will see the following confirmation message.



Click "Cancel" to cancel the Application. Click "Ok" to continue and finalize your transaction.