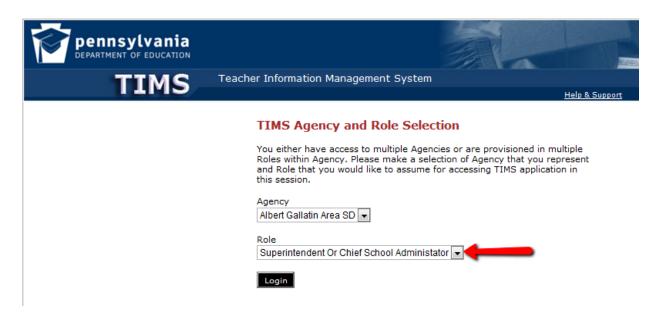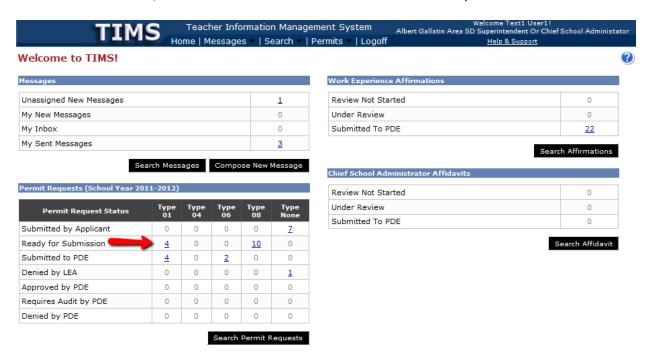## 4.4 Submitting to PDE

Only Superintendents and Chief School Administrators have the authority and ability to submit requests for Permits to PDE. When logging in, you must choose (and be approved for) this role in order to take further action on Permits.

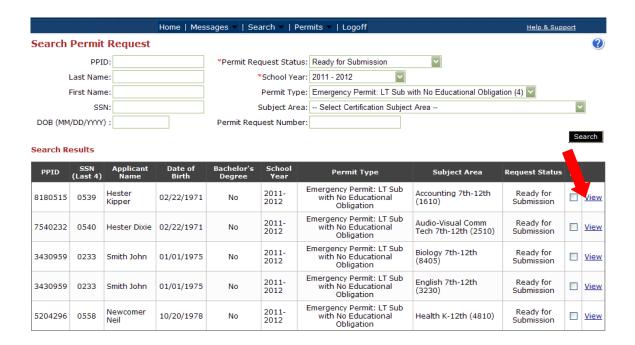From the Home Screen, click on one of the numbered counts next to "Ready for Submission".

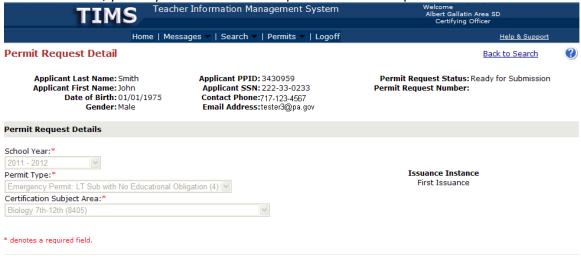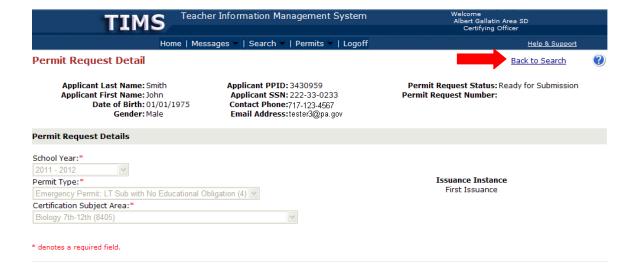You will be directed to the Search Results page.

Search Permit Request

PPID:	*Permit Request Status:	Ready for Submission
Last Name:	*School Year:	2011 - 2012
First Name:	Permit Type:	Emergency Permit: LT Sub with No Educational Obligation (4)
SSN:	Subject Area:	-- Select Certification Subject Area --
DOB (MM/DD/YYYY) :	Permit Request Number:	

Search

Search Results

PPID	SSN (Last 4)	Applicant Name	Date of Birth	Bachelor's Degree	School Year	Permit Type	Subject Area	Request Status		
8180515	0539	Hester Kipper	02/22/1971	No	2011-2012	Emergency Permit: LT Sub with No Educational Obligation	Accounting 7th-12th (1610)	Ready for Submission	☐	View
7540232	0540	Hester Dixie	02/22/1971	No	2011-2012	Emergency Permit: LT Sub with No Educational Obligation	Audio-Visual Comm Tech 7th-12th (2510)	Ready for Submission	☐	View
3430959	0233	Smith John	01/01/1975	No	2011-2012	Emergency Permit: LT Sub with No Educational Obligation	Biology 7th-12th (8405)	Ready for Submission	☐	View
3430959	0233	Smith John	01/01/1975	No	2011-2012	Emergency Permit: LT Sub with No Educational Obligation	English 7th-12th (3230)	Ready for Submission	☐	View
5204296	0558	Newcomer Neil	10/20/1978	No	2011-2012	Emergency Permit: LT Sub with No Educational Obligation	Health K-12th (4810)	Ready for Submission	☐	View

To view a Request, click on View.

Home | Messages ▼ | Search ▼ | Permits ▼ | Logoff   Help & Support

Search Permit Request

PPID:	*Permit Request Status:	Ready for Submission
Last Name:	*School Year:	2011 - 2012
First Name:	Permit Type:	Emergency Permit: LT Sub with No Educational Obligation (4)
SSN:	Subject Area:	-- Select Certification Subject Area --
DOB (MM/DD/YYYY) :	Permit Request Number:	

Search

Search Results

PPID	SSN (Last 4)	Applicant Name	Date of Birth	Bachelor's Degree	School Year	Permit Type	Subject Area	Request Status		
8180515	0539	Hester Kipper	02/22/1971	No	2011-2012	Emergency Permit: LT Sub with No Educational Obligation	Accounting 7th-12th (1610)	Ready for Submission	☐	View
7540232	0540	Hester Dixie	02/22/1971	No	2011-2012	Emergency Permit: LT Sub with No Educational Obligation	Audio-Visual Comm Tech 7th-12th (2510)	Ready for Submission	☐	View
3430959	0233	Smith John	01/01/1975	No	2011-2012	Emergency Permit: LT Sub with No Educational Obligation	Biology 7th-12th (8405)	Ready for Submission	☐	View
3430959	0233	Smith John	01/01/1975	No	2011-2012	Emergency Permit: LT Sub with No Educational Obligation	English 7th-12th (3230)	Ready for Submission	☐	View
5204296	0558	Newcomer Neil	10/20/1978	No	2011-2012	Emergency Permit: LT Sub with No Educational Obligation	Health K-12th (4810)	Ready for Submission	☐	View

From this screen, you may view all information pertinent to this request.

TIMS Teacher Information Management System

Welcome
Albert Gallatin Area SD
Certifying Officer

Home | Messages ▼ | Search ▼ | Permits ▼ | Logoff   Help & Support

Permit Request Detail   Back to Search ❓

Applicant Last Name: Smith   **Applicant PPID:** 3430959   **Permit Request Status:** Ready for Submission
Applicant First Name: John   **Applicant SSN:** 222-33-0233   **Permit Request Number:**
Date of Birth: 01/01/1975   **Contact Phone:** 717-123-4567
Gender: Male   **Email Address:** tester3@pa.gov

Permit Request Details

School Year:*
2011 - 2012

Permit Type:*   **Issuance Instance**
Emergency Permit: LT Sub with No Educational Obligation (4)   First Issuance

Certification Subject Area:*
Biology 7th-12th (8405)

* denotes a required field.

Click "Back to Search" to return to the Search page.

TIMS Teacher Information Management System

Welcome
Albert Gallatin Area SD
Certifying Officer

Home | Messages ▼ | Search ▼ | Permits ▼ | Logoff   Help & Support

Permit Request Detail   ➡️ Back to Search ❓

Applicant Last Name: Smith   **Applicant PPID:** 3430959   **Permit Request Status:** Ready for Submission
Applicant First Name: John   **Applicant SSN:** 222-33-0233   **Permit Request Number:**
Date of Birth: 01/01/1975   **Contact Phone:** 717-123-4567
Gender: Male   **Email Address:** tester3@pa.gov

Permit Request Details

School Year:*
2011 - 2012

Permit Type:*   **Issuance Instance**
Emergency Permit: LT Sub with No Educational Obligation (4)   First Issuance

Certification Subject Area:*
Biology 7th-12th (8405)

* denotes a required field.

If satisfied with this Request, click the box next to the request and then click "Proceed to Submit".

Alternatively, you may approve all requests for submission by clicking on the box next to each Request and then clicking "Procced to Submit".

For this example, we will choose the first Request and "Proceed to Submit".

You will then be directed to the Affirmations page. Note that the system automatically calculates the fees for this request. This is also the page where you will be asked to affirm your role and authority to approve this Request.
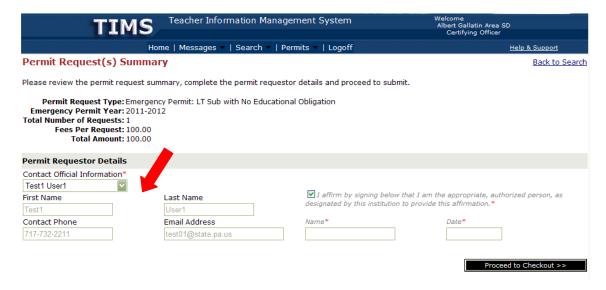
Click the dropdown next to "Contact Official Information" and choose your name from the list.
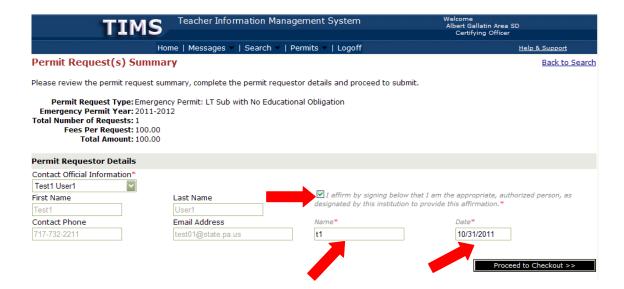
When you choose your name, most of the information below is then populated for you.
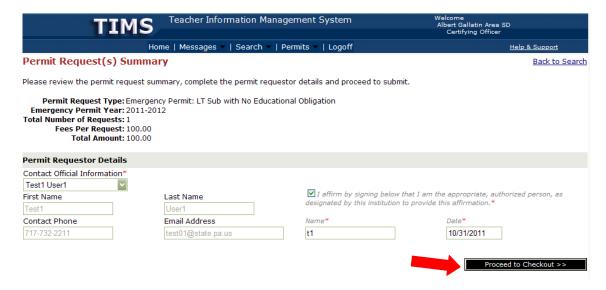
However, you must click on the box next to the affirmation statement and type in your name and the date indicating your affirmation before proceeding.
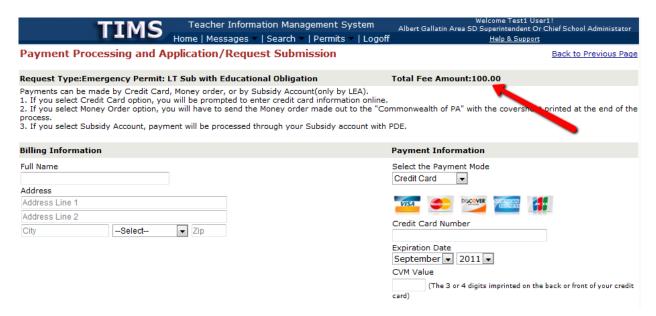
When finished, click on "Proceed to Checkout".
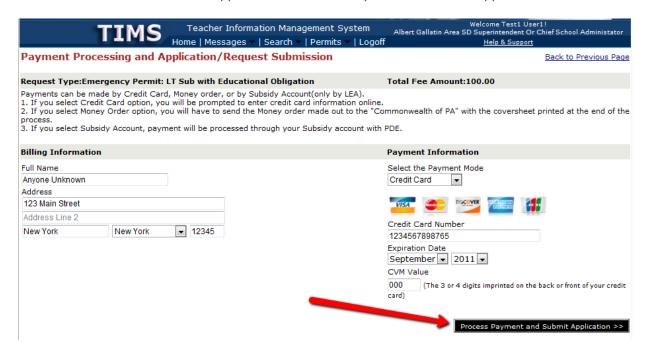
You will be directed to the "Payment Processing and Application/Request Submission" page where you will be required to fill out the required information before proceeding. Note the fee amount may be found in the upper right corner of this web page.
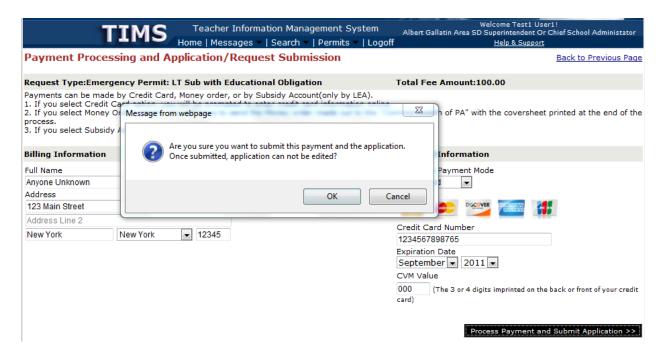
Once the information has been supplied, click "Process Payment and Submit Application".

You will see a pop up asking you to confirm that you wish to continue.

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