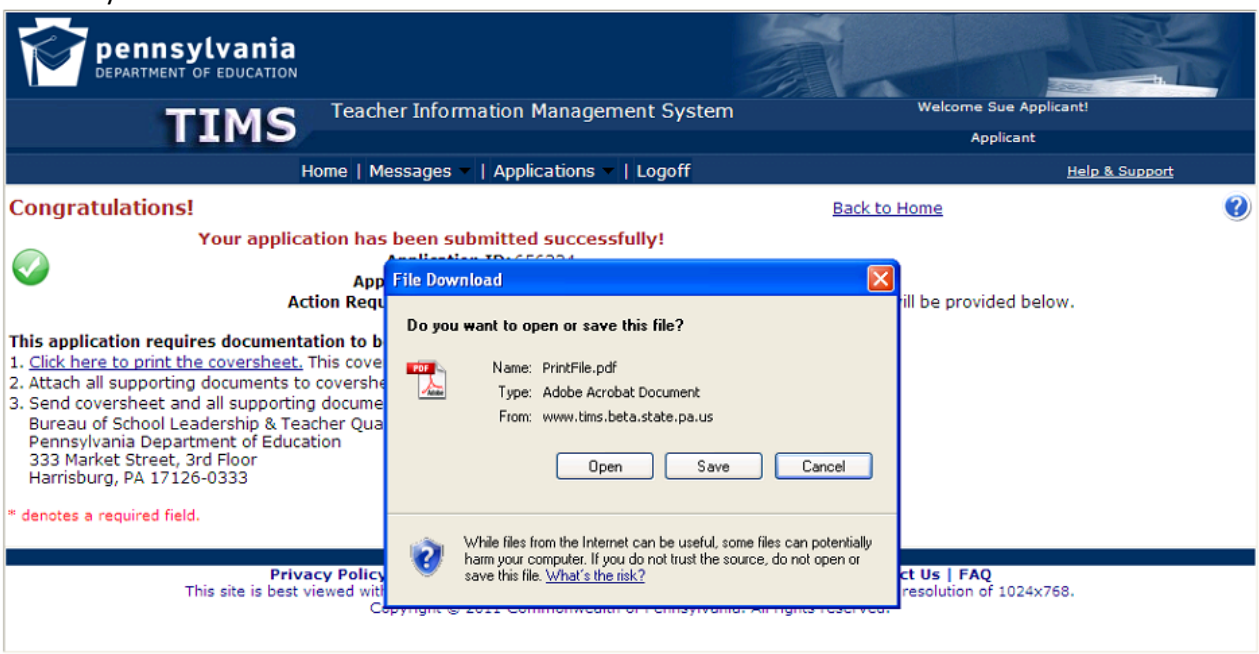
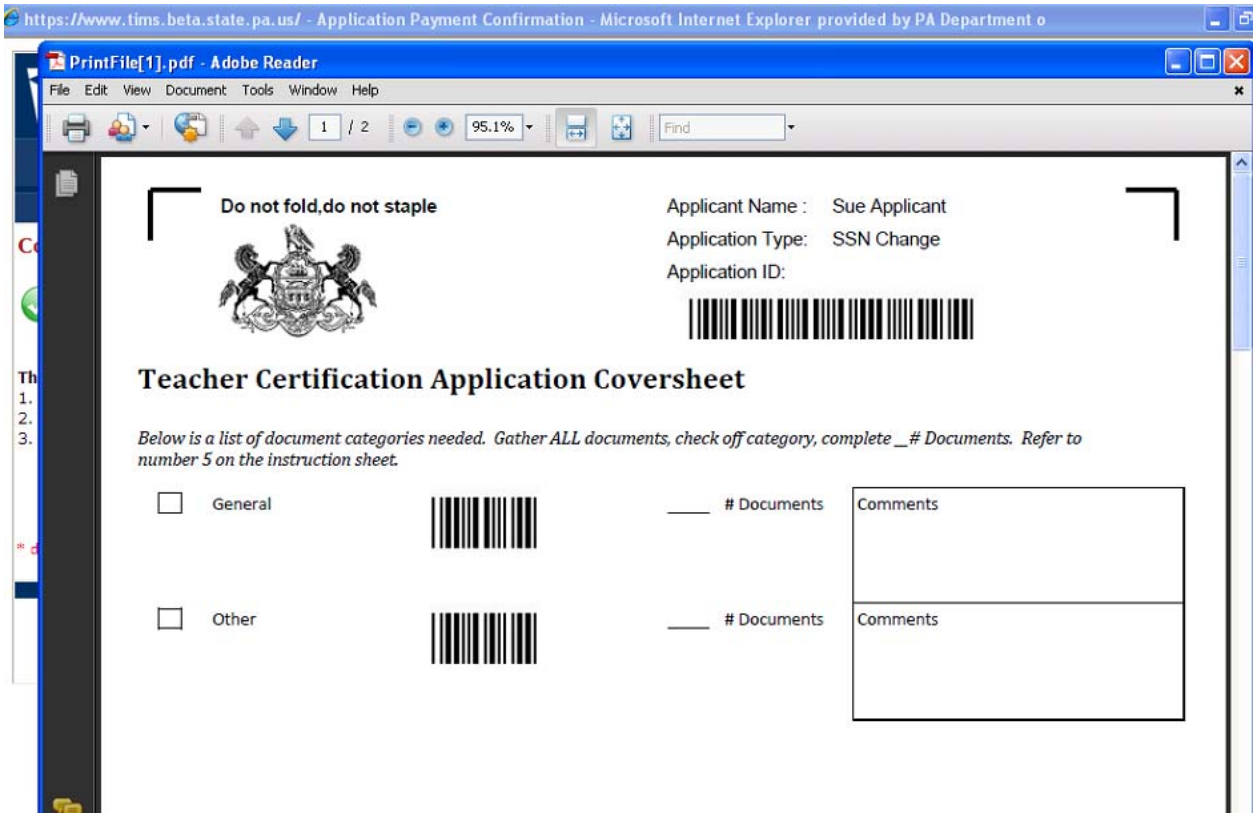
6. Cover Sheet Sample

The cover sheet can be printed by the applicant. They will see this popup screen asking them to "open" or "save". If you need the applicant to send you the cover sheet, ask them to save it to a file and then email to you.



When the applicant chooses “Open”. A new window will open with a PDF file as shown below. This file may be saved and emailed to you if necessary.



The following are the directions provided to the applicant in the Applicant User Guide.

IMPORTANT NOTE: A two page document will open in PDF format. Review **BOTH** pages of the document as it provides detailed instructions for submitting required documentation. 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

Instructions for the Submission of Coversheet and Supporting Documentation

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 application.

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 exists.	

Proof documents

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

Health Certificate
Money Order
Reference Letters (if required)

Collect the documents identified above

Important instructions for document submission
Please read all instructions carefully

1. Group the documents by category.
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.