

ENTERING YOUR EMERGENCY PERMIT APPLICATION

1. Go to www.education.pa.gov
2. Select- Educators
3. Select-Certification
4. Select-TIMS Educator Online Certification System
5. TIMS Log in – enter your username and password or (Register)
6. From your Home Page, click on “Emergency Permit Application”
7. Follow the prompts to submit your application
8. For step three – If “Philadelphia City SD” is not listed, click on “Add New Affiliations”.
9. Next, click on “Click here to search” and type in “Philadelphia City SD”, then click on search. Find Philadelphia City SD and click select.
10. For step four, click on the box next to Philadelphia City SD – right hand side of the page. Answer the questions for step 5 and then click on “Initiate Permit Request”.
11. You will receive confirmation immediately once you submit your application.
12. The final process will be completed once you meet with Michelle Stokes. Michelle can be reached by email at mistokes@philasd.org include <EMERGENCY PERMIT REQUEST> in the subject line.
13. Please bring with you an **OFFICIAL SEALED BACHELORS TRANSCRIPTS AND A MONEY ORDER FOR \$100.**
14. If you are applying for emergency certification and you currently hold an Instructional I or Instructional II certification, a transcript is not required.