

TO: Emergency Certified Substitute Teacher Applicant

FROM: Penny L. Crowell, Human Resources Specialist

Thank you for your interest in substitute teaching in our District with an Emergency Certificate.

MINIMUM REQUIREMENTS:

- Bachelor's degree from an accredited college
 - Follow district application requirements
 - Apply to PDE for emergency application
 - Gain approval from Human Resources
1. **Complete the Southern Tioga application, current clearances and documents for a teaching position.** <http://www.southerntioga.org/Pages/Schools/EmploymentSTSD.htm>
 - An official sealed transcript of your Bachelor's Degree is required.
 2. **Register for a "log in" at PA Department of Education (PDE)** www.education.state.pa.us:
 - click on the word "Register" under the "Log In" on the left menu
 - Follow the information to obtain a PDE Log In to be sent to your email account.
 3. **Upon receipt of the log-in, go back to the PDE web site:**
 - click on "Log In", entering your username and password
 - select "Teachers and Teacher Certification" from the left menu
 - click on the blue block TIMS in the center of the screen
 - click on "Access TIMS" in the blue menu bar—far right
 - Under the "Log In Status:" select the "here" link
 - Click on the "Emergency Certificate" button on the right
 - Follow the remaining steps on the next few screens
 - ✓ answer questions about criminal history or work carefully...an error may require more documentation
 - ✓ Step 2 – Education – enter your Bachelor's Degree info. here...you will need your GPA
 - ✓ Step 4 – Affiliation, select Southern Tioga School District
 - ✓ If you want to sub. in other districts, you may select more than 1 school district at Step 4. You still will need to contact that district regarding their sub. hiring process
 4. Notify me that you have submitted an emergency permit request to complete the approval.
 5. After confirmation of your application materials and emergency certificate approval, you will be added to the substitute teacher list. Sandy Skolny (sskolny@southerntioga.org or 570-638-2183 ext. 310) will provide information about the Aesop sub calling system.

QUESTIONS:

Penny Crowell, Human Resources Specialist, pcrowell@southerntioga.org 570-638-2183 ext 305

REISSUANCE OF EMERGENCY CERTIFICATES—*If you have been approved for an emergency certificate in the past, you will have to obtain a PDE log-in and apply for your emergency permit renewal in a manner similar to the above. The District will approve your permit once it has been entered into the PDE TIMS system.*