

How to download the teacher's certification status report from TIMS

From their TIMS Dashboard, they should click "Export" across the top.

This is the screen that will display and they can select "All Educators as of 2021-2022" which will display the last year's staff as reported by them via PIMS Staffing; or they can upload a file with all of their educator's PPIDs.

Click the "Export" box and a CSV file will be downloaded with a list of employees and their certificate information.

The screenshot displays the TIMS (Teacher Information Management System) interface. At the top, the Pennsylvania Department of Education logo is visible on the left, and the system name "TIMS" is centered. To the right of the logo, the text "Teacher Information Management System" is displayed, followed by "** Staging **". Below this, a navigation bar contains links: "Home | Messages | Search | Permits | Export | Logoff".

The main content area is titled "Export Reports". It features two sections:

- Professional Staff Export**: This section has two radio buttons: "By Educator File" (selected) and "All Educators as of 2021-2022". Below the radio buttons, there is a text input field labeled "Select Educator File:" with a "Choose File" button and the text "No file chosen". To the right of this field is a link labeled "Educator File Template". An "Export" button is located at the bottom right of this section.
- Employment Availability Export**: This section contains two dropdown menus. The first is labeled "Credential Type:" with a "--Select--" option. The second is labeled "Certificate Area:" with a dropdown arrow. An "Export" button is located at the bottom right of this section.

A red asterisk (*) denotes a required field.

How to run a report on educator standings in the PERMS system

- Login to [MyPDESuite](#) and click PERMS under applications.
- At the top of the page click on REPORTS
- Scroll to the bottom of the page and under the criteria choose either **All Educators** or **Educators Not on Target**.
- Download the educator file template and educator file rules to the right and then enter employee PPIDS into the excel document
- You will then need to click BROWSE and choose your saved educator file template
- Next, click on **Generate** School Entity report

If you have questions regarding running reports, please email RA-EDACT48@PA.GOV.