

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.

pennsylvania
DEPARTMENT OF EDUCATION

TIMS

Teacher Information Management System
** Staging **

Home | Messages | Search | Permits | Export | Logoff

Export Reports

Professional Staff Export

By Educator File All Educators as of 2021-2022

Select Educator File: No file chosen [Educator File Template](#)

Employment Availability Export

* Credential Type:

* Certificate Area:

* 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.