TO: Certification Candidates

RE: Application Procedures

To expedite the processing of your application, it is imperative that you follow ALL of the instructions for the attached Pennsylvania certification forms. (PDE-338 G and C).

NOTE: -- Print in capital letters with dark blue or black INK
-- Print inside the boxes and avoid contact with the edges
-- Complete items 1-15 and sign PDE Form 338 G
-- Complete ONLY Part “A” of PDE Form 338 C
-- DO NOT fold any pages

Students must return the following to the Certification Office in 228 Chambers by the third week of the semester they plan to complete the certification requirements:

-- PSU Record of Application (see back of this sheet)
-- PDE Application Forms 338 G and C
-- Form of Payment: $40.00 U.S. Money Order made payable to the “Commonwealth of Pennsylvania”
   (Credit cards and personal checks not accepted by PDE.)

Candidates requesting certification in more than one area should indicate only one code in item #9 on the PDE Form 338 G. (See back of attached Graduation Activation Schedule for PDE certification codes.) Additional certification areas and codes should be indicated on the PSU Record of Application Form.

Certificates will be mailed directly to the candidate from the Pennsylvania Department of Education, so please remember to indicate your permanent or home address.

(Note: Failure to complete any applicable PRAXIS tests may delay this process.)

Complete instructions are also available at the following PDE web site http://www.pde.state.pa.us/pde_internet/site/default.asp

-OVER-
PSU RECORD OF APPLICATION
(Must be submitted to 228 Chambers with PDE forms 338 G and 338 C)

NAME ___________________________ DATE OF APPLICATION ________________

PERMANENT ADDRESS ___________________________ PERMANENT ADDRESS _______ Male

_________________________________________ COUNTRY OF CITIZENSHIP ____________

_________________________________________ HOME TELEPHONE ____________________

_________________________________________ WORK TELEPHONE ______________________

CELL PHONE ____________________________ E-MAIL ADDRESS ________________________

PSU ID NUMBER __________________________ BIRTH DATE ____________________________

TYPE OF CERTIFICATE REQUESTED:

______ Administrative I ______ Educational Specialist I 

______ Instructional I ______ Letter of Eligibility ______ Supervisory I

MAJOR ____________________________ TEACHING OPTION __________________________

(If SECED Science teaching option, then attach documentation of CPR and First Aid training)

Name of Undergraduate College/University __________________________ Graduation Date _______________

Name of Graduate College/University __________________________ Graduation Date _______________

Completion Date Of Certification Requirements __________________________ PSU ADVISER ________________

STUDENT TEACHING PLACEMENT:

Grade Level(s) __________________________ Subject(s) __________________________

School/District __________________________

Please complete the date or semester (e.g. FA’05) you fulfilled or plan to complete the following requirements:

Precertification Competency Exam on Educating Students with Disabilities or SPLED 400, 401, or 444, 501 Date __________________________

PRAXIS Series – PPST Reading Date __________________________

PRAXIS Series – PPST Writing Date __________________________

PRAXIS Series – PPST Mathematics Date __________________________

PRAXIS Series – Fundamental Subjects: Content Knowledge ** Date __________________________

PRAXIS Series – Specialization Area(s) Date __________________________

** Not required at this time for ENGL/COMM, MATH, SCIENCE or SOCIAL STUDIES.

*This record form, filed in the Office of Certification at Penn State, is our permanent record retained after the credential request is mailed to PDE. Please fill in the lines that refer to your program area. This form is used for all applicants, including Instructional I, Educational Specialist, Administrative, Supervisory and Letter of Eligibility.

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FOR OFFICE USE ONLY

TYPE ______ AREA ______ DATE CERTIFICATE MAILED BY PDE __________________________

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