

INSTRUCTIONS FOR APPLICATION FOR INSTRUCTIONAL II CERTIFICATION

TO APPLY:

1. Complete the General Application, Form PDE 338G (subject areas & codes listing attached) and Part A of Form PDE 338P (forms are attached).
2. Collect documentation to support your application.
 - a. **TRANSCRIPTS** – Official transcripts are required for all college/university course work. Contact your college and have them send **YOU** an official transcript in a college/university sealed envelope. Do **NOT** open this envelope when you receive it. Forward all college /university sealed, unopened envelopes with your packet.
 - b. **IN-SERVICE LETTERS** – Enclose official copy of PA Department of Education approved in-service credits.
 - c. **COPY OF PA CERTIFICATE** – Send a legible, unaltered copy of all certificates you hold for Pennsylvania.
 - d. **PDE 427** – Staff that received their PDE Certification September 2001 or after will need to have PDE 427 completed.
 - e. **NON-U.S. CITIZEN** – If you are not a U.S. citizen, you are not eligible for a Level II certificate, unless you are applying to convert a Level I certificate in a foreign language (School Code Sections 1109 & 1202).
3. Assemble your application material in the order listed in Step 2.
4. Place \$40.00 U.S. Postal Money Order (made payable to Commonwealth of PA) on top of the application materials. Put your name and address on Money Order.
5. Place all application materials together in **ONE** packet. (Do **NOT** fold or use staples or paper clips to organize your materials).
6. Send **ALL** of the materials to Anita Bubel, Human Resources Department.
7. When the materials are returned to HR from the Superintendent, they will be mailed to:

Bureau of Teacher Certification & Preparation
PA Department of Education
333 Market Street
Harrisburg PA 17126-0333
8. Upon receipt of **NEW CERTIFICATE**, 2 copies must be sent to Diane A. Gibson, Assistant Director of Human Resources.