

Pennsylvania Department of Education  
Office of Postsecondary and Higher Education

November 2, 2017

Penn\*Link

To: Chief School Administrators

From: Dr. Christina Baumer, Acting Director  
Bureau of School Leadership and Teacher Quality

Subject: Pennsylvania Inspired Leadership (PIL) Induction Requirements Reminder  
for Principals, Assistant and Vice Principals

### **What is the requirement?**

Complete a Pennsylvania Department of Education (PDE) approved Principal Induction Program and convert from an Administrative I to an Administrative II certificate within five years of initial appointment as a principal, assistant principal or vice principal in commonwealth public schools. There are two exceptions:

- Administrative (type 78) certificates that are valid for 99 years require completion of the Principal Induction Program only if initially hired in a public school as a principal, vice or assistant principal position on or after January 1, 2008.
- Administrative Provisional I holders who complete PIL Induction as the program requirement for certification must complete the induction and testing requirement and convert to an Administrative I within two years of employment.

### **Who must fulfill the requirements?**

- All persons issued an Administrative certificate prior to January 1, 2008; but who are employed for the first time as a principal or assistant/vice principal in a commonwealth public school on or after January 1, 2008.
- All persons issued an Administrative I certificate on or after January 1, 2008 who are employed as principal or assistant/vice principal in a commonwealth public school.
- All persons hired on an Administrative Provisional I certificate who complete PIL Induction as the program requirement for certification must complete a PDE-approved Principal Induction Program within two years from the date of employment in the position.

Administrative Provisional I holders who complete an approved Administrative certificate program as their program requirement must complete the program and testing within two years but have 5 years from the date of hire in which to complete the PIL Induction.

**Please refer to the Pennsylvania Inspired Leadership (PIL) Continuing Professional Education Requirements Reminder Penn\*Link for information regarding the Act 45 professional development requirements. All administrators serving in PIL-covered positions, including those working to fulfill the Principal Induction requirement, must complete continuing professional education hours in approved courses. This requirement begins on the date of service in a PIL-covered position.**

Where to find information:

PDE Certification Information - [TIMS Website](#).