SUPervisory, Administrative, Superintendent
Frequently Asked Questions

This document is divided into the following sections to help you find the information needed:

- General Qualification Questions
- Service Requirement Questions
- Alternate Route for Principals/Vocational Directors – Administrative Provisional I Questions
- Level II Administrative Questions

General Qualification Questions

1. Which Administrative certificate do I select in TIMS?

Select:
- Administrative I (75) for Principal PK-12
- Administrative (78) for Vocational Director 7-12
- Administrative Provisional I (72) if pursuing the alternative route for Principal PK-12 or Vocational Director 7-12. The provisional certificate requires a written offer of employment as principal, vice principal, assistant principal or vocational director.

2. What documents are needed for an Administrative or Supervisory certificate application?

A Teacher Information Management System (TIMS) application and:

- Out-of-State:
  - PDE 338 A form;
  - PDE 338 V form for service when applicable;
  - Bachelor’s degree and program transcripts; and,
  - A copy of your comparable out-of-state certificate if you hold one.

OR

- In-State: PDE 338 V form if service is out of state or in private schools.

3. I took an administrative/supervisory test in my state. Do I still need the Pennsylvania test?

- If you took the current Pennsylvania test, have it reported to Pennsylvania.
- If you took one of the older Pennsylvania tests, contact us to confirm that the test will be accepted.
- If the test you took does not meet these criteria, you must take the current Pennsylvania test.

4. Is the School Superintendent Assessment required for certification?

Yes, all current applicants must pass the assessment regardless of program completion date.
5. What additional coursework or service is required if I hold a Pennsylvania Principal certificate and want to obtain a Vocational Administrative Director certificate or vice versa?

No additional coursework or service is required. You must meet the Pennsylvania testing requirement.

6. Will Pennsylvania accept my out-of-state Administrative or Supervisory certification program under the NASDTEC interstate agreement?

Yes, PDE will accept a state-approved program under the interstate certification agreement in accordance with CSPG 18.

7. Will Pennsylvania accept my out-of-state Administrative or Supervisory certification program if the state where I completed the program does not participate in the NASDTEC interstate certification agreement?

No, an educational leadership certification application from a non-NASDTEC participating state will be reviewed to see if completed coursework meets Pennsylvania’s specific program guidelines.

Service Requirement Questions

1. What service counts towards the required five years of service for Supervisor of Pupil Personnel Services?

Supervisor of Pupil Personnel Services requires five years of certified service as an educational specialist. Instructional service, including special education, does not meet the requirement for this certification.

2. What service counts towards the required five years of service for Supervisor of a Single Subject area?

The certificates for supervisor of single subject areas such as special education, English, reading, etc., require five years of satisfactory professional experience in the requested area of certification.

3. What service is accepted for initial administrative certification?

Three years of relevant professional experience in an educational setting that is related to the instructional process is required.

- Commonly accepted service includes instructional, educational specialist, supervisory and administrative service.

- PDE does not pre-approve service over the phone or through email. Service is reviewed after a complete application is submitted.

4. What experience counts towards the four years of experience needed for a Commission Qualification Letter?
A Commission Qualification Letter requires four years of relevant experience in business, finance or management in the fields of business, industry, or education. Please note, you must submit a TIMS application and job description(s) to have your experience reviewed.

5. **What are the service requirements for the Letter of Eligibility?**

   The Letter of Eligibility requires six years of successful teaching experience with a minimum of three years in an administrative/supervisory capacity.

**Alternate Route - Administrative Provisional I - Questions**

1. **What are the requirements for the Administrative Provisional certificate?**

   - A minimum of a bachelor's degree;
   - Three years of relevant professional experience in an educational setting that is related to the instructional process; and,
   - An offer of employment as a principal, assistant principal, vice principal or vocational director.

2. **What are the requirements to convert my Administrative Provisional I to an Administrative (Vocational Director) or Administrative I (Principal) certificate?**

   Within the first two years of employment, complete an administration preparation program or a PDE-approved PIL Induction Program; pass the administrative test.

3. **How do I convert my Administrative Provisional I to an Administrative (Vocational Director) or Administrative I (Principal) certificate?**

   Contact the Bureau of School Leadership and Teacher Quality at ra-TeacherCert@pa.gov after you complete the requirements listed in number two. Provide your PPID.

**Level II Administrative Questions**

1. **I submitted my TIMS application for a Level II Administrative certificate. Do I need to send transcripts?**

   No. Transcripts are not required for Administrative Level II certification.

2. **How do I report completion of my PIL Induction?**

   Check in PERMS (Act 48 and PERMS website) to verify that your coursework was reported by your PIL provider. If it is not in PERMS, you may submit a copy of your PIL Induction certificate with your TIMS coversheet.

3. **Are there Level II requirements for the Vocational Administrative Director (type 78)?**

   No. Vocational Administrative Director (78) is a 99-year certificate. However, you must comply with Act 45 continuing education requirements.