

Education Preparation Program Verification Form PDE 338A For Use by Applicants Prepared by Non-PA Colleges/Universities/Educator Preparation Programs

Section I - Applicant Information – To	Be Completed by	Applicant	•			
• • • • • • • • • • • • • • • • • • • •	Name	Middle Initial	TIMS Application ID Number and/or PPID Number:			
Other Name(s) Used (i.e., Maiden name)						
Section II - Education Certification Program Recommendation – To Be Completed by Program Provider ONLY						
1. I recommend this student as having successfully completed our state-approved educator certification program(s),						
, and demonstrated competencies to qualify for a state certificate/license						
in		for Grade Level(s)	on	<u>.</u>		
Subject Area(s) or Field(s)		Grade Level(s)	Date	Program Completed		
2. Was the academic program listed above an alternative route to certification?				□ Yes □ No		
3. Does/Do the completed program(s) meet today's standards for certification in your state?				□ Yes □ No		
4. Did this student successfully complete a student teaching, internship, field experience or practicum for all recommended subjects/fields on this form?				□ Yes □ No		
5. Did this student successfully complete and pass the content area test(s) required to qualify for the certification in your state?				□ Yes □ No		
I verify that I am the appropriate, authorized person, as designated by this college, university, or education preparation provider, to verify a student's education certification program.				 Initial		
I verify that the college, university, or education preparation provider had state approval to prepare educators in the subject area and grade levels indicated above at the time the student completed this program.				 Initial		
To the best of my knowledge and belief, the candidate is known and regarded by the preparing institution as a person of good moral character and possesses those personal qualities and professional knowledge and skill which warrant issuance of the requested certificate. (If the certification officer possesses information which prevents verification of the good moral character of the candidate, a statement of explanation must be attached to this form).				 Initial		
Name of College/University Program Provider	ame of College/University Program Provider Address of College/University			Affix Official Seal Here		
Signature of Certifying Official	Name	and Title	Date			
Telephone Number	Ext	Ext Email Address				

Instructions for Education Preparation Program Verification Form PDE 338 A Print with Dark Blue or Black Ink

Applicant Instructions

- Complete Section I only. You must start an application in the Teacher Information Management System (TIMS) to obtain an application ID number and/or PPID number.
- 2. Contact your college/university's Certifying Official (who aids and supports current and former students seeking educator certifications) regarding completion of the form.
- 3. When the completed form is returned to you by the college/university Certifying Official, upload it to your TIMS application or mail it with the application cover sheet to the address on the cover sheet.

Certifying Official Instructions

- Complete Section II. If you have questions, contact the Bureau of School Leadership and Teacher Quality at <u>RA-EDCertQuestions@pa.gov</u> or (717) 728-3224 or (717) PA-TEACH.
- 2. If you are completing the form electronically, we can accept an electronic image of your corporate seal in lieu of the original.
- 3. **Return the form to the applicant**. Please do not send the form directly to the Bureau of School Leadership and Teacher Quality.