# 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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>TIMS Application ID Number and/or PPID Number</th>
</tr>
</thead>
</table>

| 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.  
   Name of Academic Program Completed  
   Subject Area(s) or Field(s): ____________________________ for ____________________________ on ____________________________.
   
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.  
Name and Title  
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

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<table>
<thead>
<tr>
<th>Name of College/University Program Provider</th>
<th>Address of College/University</th>
</tr>
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<tbody>
<tr>
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Signature of Certifying Official  
Name and Title  
Date  
Telephone Number  
Ext  
Email Address

Affix Official Seal Here  

Updated 7/2022
Instructions for Education Preparation Program
Verification Form PDE 338 A
Print with Dark Blue or Black Ink

Applicant Instructions

1. 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

1. Complete Section II. If you have questions, contact the Bureau of School Leadership and Teacher Quality at RA-EDCertQuestions@pa.gov 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.