

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

Section I - Applicant Information – To Be Completed by Applicant

| | | | |
|--------------------|------------|----------------|----------------------------|
| Last Name | First Name | Middle Initial | TIMS Application ID Number |
| Other Name(s) Used | | | |
| Address | | City | State |
| | | | Zip Code |

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
 in _____ for _____ on _____.
Subject Area(s) or Field(s) Grade Level(s) Date Program Completed
Out-of-state certification/licensure and testing are not required by PA.

| | |
|---|---|
| 2. Was the academic program listed above an alternative route to certification? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Does/Do the completed program(s) meet today's standards for certification in your state? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Did this student successfully complete a student teaching, internship, field experience or practicum for all recommended subjects/fields on this form? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Section III - Education Preparation Program Verification – To Be Completed by Program Provider ONLY

| | |
|--|------------------|
| 1. 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 |
| 2. 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 |
| 3. 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. <i>(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).</i> | _____ Initial |

Section IV - Certification Official Information – To Be Completed by Program Provider Only

| | | | |
|--|--------------------|---|--------------------------|
| _____ Name of College/University Program Provider | | _____ Address of College/University Program Provider | |
| _____ Signature of Certifying Official | | _____ Name & Title | _____ Date |
| _____ Telephone Number | _____ Extension | _____ Email Address | |
| | | | Affix Official Seal Here |

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.
2. When the completed form is returned to you by the college/university/preparation program 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 Sections II, III and IV. If you have questions, contact the Bureau of School Leadership and Teacher Quality at 717.PA.TEACH (717.728.3224). Online chat and help desk tickets are also available at www.education.pa.gov under Educators>Certification.
2. **Return the form to the applicant.** Do not send the form directly to the Bureau of School Leadership and Teacher Quality.