COLLEGE/UNIVERSITY VERIFICATION FORM PDE 338 C
Completion of Approved Education Program
For Use by Applicants Prepared by PA Colleges/Universities
(Refer to instructions included with this form)

APPLICANTS: Please note the following information in regard to your Social Security Number (SSN)
DATA REQUIRED BY THE FEDERAL PRIVACY ACT (5 U.S.C. Section 552a note)
AUTHORITY: 24 P.S. Section 1224.
PURPOSE(S): To be used for (1) registration and maintenance of records of all certificated persons as having met qualifications for teaching, (2) identification and collection of criminal/disciplinary records for certified educators and candidates for certification, and (3) provision of certification data to authorized personnel and agencies.
DISCLOSURE: Mandatory. Failure to disclose will prevent further processing of the application.

SECTION I – APPLICANT INFORMATION (please print or type)

Last Name	First Name	Middle Initial	Social Security Number

SECTION II-PREPARING COLLEGE/UNIVERSITY RECOMMENDATION

1.
I certify that the applicant has achieved at least a satisfactory rating on the PDE 430, PA Statewide Evaluation Form for Student Professional Knowledge and Practice.

_____
Initial

2. Check and Initial one of the following statements:

☐ I certify that the applicant has been formally admitted to and is pursuing an **approved intern program** to qualify for a certificate in the Subject Area(s) or Field(s) listed below.

_____
Initial

☐ I certify that the applicant has completed an **approved program** (PA Code §49.68) and has successfully demonstrated competencies to qualify for a certificate in the Subject Area(s) or Field(s) listed below.   Date of program completion:_____

_____
Initial

☐ I certify that the applicant has completed an **approved program** (PA Code §49.68), but the preparing institution is not recommending the candidate for certification. A letter of explanation is enclosed with the PDE 338 C form.

_____
Initial

3. Check the box and initial one of the following statements:

☐ The applicant has earned an overall 3.0 GPA or higher, and has met the qualifying assessment score.

☐ The applicant has below a 3.0 GPA, but has a least an overall 2.8 GPA and has scored one standard deviation above the qualifying score on the appropriate content area assessment.

_____
Initial

☐ The applicant has met the qualifying assessment score(s) based upon an overall GPA of 3.1-4.0. The applicant's overall GPA is _____.

4.

_____   _____   _____
Subject Area or Field   Type Code   Area Code

_____   _____   _____
Subject Area or Field   Type Code   Area Code

_____
Date of initial conferred Bachelor's Degree

PDE 338C (Revised 6/10)

Applicant Name_____ **SSN**:_____

5. 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 the 338 C form)	_____ Initial

SECTION III-CERTIFICATION OFFICIAL INFORMATION

_____   _____
           Name of College or University   College Code Number

_____   _____
          Name of Certifying Official   Title

_____   _____
        Signature of Certifying Official   Date

SECTION IV-OFFICIAL TEST SCORES

Attach the test score label(s) in the space provided:

PDE 338C (Revised 6/10)

INSTRUCTIONS FOR COLLEGE/UNIVERSITY VERIFICATION FORM PDE 338 C

SECTION I: Applicant Information

1. Print or type your Last Name, First Name, Middle Initial, and enter your Social Security Number.

2. Send this form to your college/university certification office.

SECTION II: Preparing college/University Recommendation

1. If the candidate has achieved at least a satisfactory rating on the final PDE 430, confirm by printing your initials in the box.

2. Check the box indicating what type of program the candidate has completed and enter the date of program completion, if applicable. Confirm by printing your initials in the box provided. If the candidate has completed the program in full, but the institution is not recommending the candidate for PA certification, a letter of explanation must be enclosed.

3. Check the appropriate box to indicate the GPA-assessment method the candidate has met in order to be recommended. If the Qualifying Score-GPA method was utilized for recommendation purposes, indicate the candidate's overall GPA as listed on the institution's official transcripts.

4. Print the certification Subject Area(s) or Field(s) and Code numbers you are recommending.

    NOTE: If a college/university is recommending **more than one area** of certification:
    (a)   When the student completes Form PDE 338 G, item 9, he/she should enter **only one** Subject Area and Area Code. Any area being sought may be selected.
    (b)   On the PDE 338 C form, the college/university must list **ALL** the Subject Areas and Codes for which the student is being recommended.

    Print the date of the initial conferred Bachelor's degree.

5. Please initial the box provided to indicate that the institution is currently unaware of any information that the educator does not possess good moral character. If the institution is aware of information which prevents attestation of the good moral character of the candidate, a letter of explanation must be included with the PDE 338 C form.

SECTION III: Certifying Official Information

1. Enter the Name of College/University, College Code Number and your Name and Title.

2. Sign and date the application.

SECTION IV: Official Test Scores

Apply the appropriate test score label(s) (with the passing scores) in the space provided.

Send the PDE 338 C form, PDE 338 G form, and fee to the Pennsylvania Department of Education.