

**INSTRUCTIONS FOR VOCATIONAL EDUCATION SUPPLEMENT
FORM PDE 338 ES
PRINT WITH DARK BLUE OR BLACK INK**

This completed form must be submitted with the TIMS coversheet if a Type 01 Emergency Permit is being requested for a position in a Vocational Education Occupational/Technical Curriculum Area.

SECTION I: Candidate Agreement

1. Carefully read the Candidate Agreement.
2. Sign and date the Candidate Agreement and enter the name of the requesting school entity in the space provided.
3. Contact an Occupational Competency Test Center listed below and schedule a test or evaluation review:
 - Temple University (215) 204-6025
 - Penn State University (main campus) (814) 863-0804
 - Indiana University of Pennsylvania (724) 357-4436
4. Take the PDE 338 ES Form to the Occupational Competency Test Center to be completed by the designated Coordinator.

SECTION II: Coordinator Affidavit

(Section II must be completed by the Occupational Competency Test Center Coordinator- not the candidate.)

1. Print the Subject Area and Date of the scheduled test or evaluation review.
2. Sign and date the form.
3. Enter the name of the College/University, a contact telephone number and email address.
4. Return the PDE 338 ES Form to the candidate, not to the Bureau of School Leadership and Teacher Quality.

SUBMITTING THE COMPLETED FORM:

The Occupational Competency Test Center Coordinator will return the PDE 338 ES Form directly to you, the candidate.

1. Ensure that the information entered on the form is accurate. Missing or inaccurate information may significantly delay the processing of your application.
2. Submit the form with a cover sheet printed from your TIMS dashboard. Mailing instructions are included with the cover sheet.