

## **District-Wide Supervisory Certificate: Pupil Personnel Services**

Pennsylvania offers a district-wide Supervisory certificate for Pupil Personnel Services which is a K-12 certificate. This certificate entitles the holder to coordinate or supervise all of the pupil personnel service areas, design and develop supporting materials and innovative and experimental processes and programs affecting the delivery of pupil personnel service, direct or conduct basic or applied research within the pupil personnel service areas, and to articulate the pupil personnel services within the instructional services.

Issuance of the Supervisor of Pupil Personnel Services certificate requires a minimum of five years professional school experience in a pupil personnel service area.

Preparation for this professional certificate is at the graduate level and presumes in-depth study in the area of pupil personnel services.

A person prepared as a Supervisor of Pupil Personnel Services may be eligible for certification provided the applicant:

1. Has completed an approved program of graduate study preparing the applicant for the broad area, district-wide supervisory functions specified by the endorsement area of the certificate. (Preparation completed out-of-state must meet Pennsylvania standards for certification.)
2. Is recommended for certification by the authorized certification officer of the institution where such education was obtained, or holds a comparable certificate from another state (for out-of-state graduates only).
3. Provides a chief school administrator's verification of the completion of five years of satisfactory professional school experience as mentioned above (22 PA Code Section 49.111).
4. Has provided evidence of satisfactory achievement on assessments prescribed by the Department under Section 49.18(a).
5. Is able to meet all other requirements provided by law.

A listing of institutions with approved programs for the Supervisor of Pupil Personnel certificate can be found under [Approved Certification Programs](#).

All applicants must submit an online application using the [Teacher Information Management System \(TIMS\)](#). Applications must be accompanied by necessary documentation in order to verify qualifications for certification, including test results sent directly to PDE by the test vendor. Transcripts are not necessary for persons

recommended by Pennsylvania institutions. Out-of-state graduates should include an official copy of transcripts in a college-sealed envelope, a copy of a comparable out-of-state certificate (if held) and preparation program approval on form PDE 338A. Experience performed outside of PA should be verified on form PDE 338V.