

EFFECTIVE DATES FOR CERTIFICATE ISSUANCE

General Policies

The issuance of a certificate and/or letter requires that the applicant meet the qualifications and preparation standards in force at the time the completed general application and appropriate fee are received in the Bureau of Teacher Certification and Preparation.

The Bureau issues certificates, permits and letters with an effective date that reflects the first day of the month in which all documents required for eligibility are received.

Requirements and Procedures

1. **Evaluation Correspondence:** The Bureau will review applications and may request additional documentation from the candidate as necessary. The effective date of the certificate issued will be determined by the date the Bureau receives all documents necessary to approve the application.

In some instances, an application will need to be reviewed by other offices in the Department of Education. When this occurs, the effective date will be determined by the date the Department receives the last piece of requested documentation from the applicant.

2. **Backdating Certificates:** Under no circumstances will the effective date of the certificate precede the month/year in which the application was received by the Bureau.

Reference: 22 Pa. Code §49.13 (b)(10)

THIS REVISION SUPERSEDES ALL EARLIER CSPGS CARRYING THIS NUMBER AND/OR ADDRESSING THIS SUBJECT. PREVIOUS CSPG PRINTING DATES ON THIS SUBJECT: 3/75, 1/87