



**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 and/or PPID number.
2. Contact your college/university's Certifying Official (who aids and supports current and former students seeking educator certifications) regarding completion of the form.
3. When the completed form is returned to you by the college/university 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 Section II. If you have questions, contact the Bureau of School Leadership and Teacher Quality at [RA-EDCertQuestions@pa.gov](mailto:RA-EDCertQuestions@pa.gov) or (717) 728-3224 or (717) PA-TEACH.
2. If you are completing the form electronically, we can accept an electronic image of your corporate seal in lieu of the original.
3. **Return the form to the applicant.** Please do not send the form directly to the Bureau of School Leadership and Teacher Quality.