



Applicant Name:
Applicant PPID:
Application ID:

# Emergency Certification Agreement Career and Technical Education Supplement: Form PDE 338 ES

*For Occupational/Technical Curriculum Area-Type 01 Long Term Substitute with Educational Obligation Only  
(Refer to instructions included with this form)*

## Section I – Candidate Agreement

I have scheduled an Occupational Competency Test or Evaluation Review as certified in Section II, below.

I understand that I must make application for admission to a PDE-approved career and technical education preparation program and request issuance of the appropriate certificate in the subject area in which the permit is being requested through the preparing institution.

I accept the terms of this agreement. My signature indicates my voluntary agreement to the conditions of permit issuance.

\_\_\_\_\_  
Signature of Candidate Date

\_\_\_\_\_  
Requesting School Entity

## Section II – Coordinator Affidavit

I certify that this candidate has scheduled an Occupational Competency Test or Evaluative Review in the area of:

\_\_\_\_\_ on \_\_\_\_\_  
Subject Date of Test Review

\_\_\_\_\_  
Signature of Coordinator, PA Date College/University  
Occupational Test Center

\_\_\_\_\_  
Telephone Number Email Address

# Instructions for Career and Technical Education Supplement: Form PDE 338 ES

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*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 Career and Technical 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) 357-4435
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.