

School of Education (SoE) Teacher Education Certification Programs

SEQUENCE OF PROCEDURES

Information in **RED** is required for obtaining the **Graduate PA Intern Certificate**

1. Candidates should have a baccalaureate degree in an area closely related to their desired certification.
2. Candidates schedule an appointment with their SoE Advisor. Unofficial transcripts are required for this interview. Candidates with last names beginning with:
A-G = Theresa Gagliardi 215-895-6242 tag47@drexel.edu
H-Q = Sam Mercanti-Anthony 215-895-6894 sm853@drexel.edu
R-Z = Wendy Elliott-Pyle 215-895-0376 we24@drexel.edu
3. Candidates are provided a formal Program of Study indicating program and certification requirements once admitted into the program. This Plan of Study will include the required undergraduate content courses needed for each specific area of certification, Praxis exams, and core pedagogy courses. The candidate must obtain clearances required for their state. PA residents must obtain a **FBI Clearance**, **Child Abuse Clearance**, and **Criminal Background Check** as most schools require these clearances prior to entering the classroom for observation and/or student teaching.
4. All candidates must pass the required three sections of the **Pre-Professional Skills Tests (PPST)** prior to applying for EDUC 540: Graduate Student Teaching and Seminar. For PA Instructional I Teacher Certification or the **Graduate PA Intern Certificate** candidates must also pass all the appropriate **Specialty Area Test(s)** of the Praxis Series administered by ETS. Additionally, Elementary Education, Library Science, and Environmental Education candidates must pass the **Fundamental Skills: Content Knowledge** portion of the Praxis. The candidate is responsible for indicating to whom the Praxis exam scores are sent using the Praxis Series registration form. **Drexel University (code #RA2194)** must be a score recipient.
5. The SoE determines when a candidate is prepared to enter the classroom for EDUC 540: Graduate Student Teaching and Seminar. Candidates must pass the required sections of the Praxis Exam listed in Step #4 prior to registering for EDUC 540. In addition, the candidate must complete and submit the web-based **Request for Graduate Student Teaching Placement Form** <http://www.drexel.edu/academics/soe/front/forms.html>, **all clearances, resume, one recommendation letter from a Drexel Professor, and their introduction letter** minimally 6 months prior to registering for EDUC 540 using the deadline information on the following chart:

<u>Term:</u>	<u>Fall Quarter</u>	<u>Winter Quarter</u>	<u>Spring Quarter</u>
Placement Deadline:	February 15 th	May 1 st	September 30 th

6. To obtain a **Graduate PA Intern Certificate**, a candidate must successfully complete the following program requirements: All Praxis exams, specific

undergraduate courses listed in red on the Graduate Advisement Sheet (Program of Study), and the following core pedagogy courses EDUC 520, 523 or 526, and 540.

7. The candidate may apply for issuance of a **PA Instructional I Teaching Certificate** after successful completion of all required content courses, the Praxis exams, and the 7 core pedagogy courses with a grade of B or better in each course.
8. The application for obtaining a **PA Instructional I Teaching Certificate** or **Graduate PA Intern Certificate** may be obtained in the SoE office, Room 208, Korman Hall, or the SoE website's "Forms" page, <http://www.drexel.edu/academics/soe/front/forms.html> or from the PA Department of Education website: (<http://www.pde.state.pa.us>). Candidates seeking certification will need to fill out the student section, have their physician sign it, and then send the application to SoE, (Attn: Larry Keiser, Drexel University, School of Education, 3141 Chestnut Street, Philadelphia, PA 19104) along with a \$40 money order made payable to the Commonwealth of PA.

Students who are issued a Graduate PA Intern Certificate must enroll in a minimum of one course per term in Drexel's Instructional I Certification program until all PA Instructional I Teacher Certification requirements have been fulfilled. Exemptions must be made in writing to the SoE prior to the start of the term.

9. Three years of successful teaching on an Instructional I Certificate, 24 post-baccalaureate semester credits (36 quarter credits), and completion of an induction program qualify the candidate for the Instructional II (Permanent) Certificate. **The teaching experiences while on the Graduate PA Intern Certificate do not count towards the Instructional II.**
10. Most candidates will want to complete a master's degree or formulation of a staff development plan with the school district that employs them – a minimum equivalent of 6 semester hours (9 quarter credits) of educational experiences every five years – to address Act 48 requirements and for salary purposes.

To view important information regarding the master's degree graduation requirements go to:

http://www.drexel.edu/src/graduation_information_ucmc.asp.

Students who are due to graduate within the next term must submit the Application for Degree Completion,

http://www.drexel.edu/src/application_for_degree.asp on or before following dates:

Application for Degree Deadlines: Academic Year 2008/09

<u>Term</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>
Due Date for Application for Degree	9/28/08	1/9/09	02/16/09	07/6/09

Revised 7/08