

## **Teacher Certification FAQ's**

### **PA Intern Certificate Program**

#### **Where can I find out more information about the PA Intern Certificate?**

The following two web sites should be helpful to you regarding the PA Intern Certificate:

<http://www.drexel.edu/academics/soe/grad/grad.html>

<http://www.teaching.state.pa.us/teaching/cwp/view.asp?a=6&q=32343>

#### **When can I apply for a PA Intern Certification?**

Drexel will recommend a candidate for a PA Intern Certificate if the candidate has successfully completed the following content courses; English Composition, Literature, and the required 6 semester credits in Math, has passed Drexel's EDUC 540: Field Experience and all required Praxis Exams.

In rare instances, IF A SCHOOL DISTRICT PROVIDES NOTIFICATION to Drexel indicating that they would like to hire an uncertified candidate as a teacher in an appropriate classroom grade/subject level AND if the uncertified candidate has successfully passed all required portions of the Praxis Exams as well as EDUC 520 and EDUC 526 through Drexel University, Drexel has the OPTION to recommend the uncertified candidate for a Intern Certificate. In this situation, Drexel would work with the school to use the candidate's first 12 weeks of teaching as the school-based placement site for EDUC 540: Field Experience. Regular rules/regulations and observations for EDUC 540 would apply.

NOTE 1: It is Drexel's "option" whether or not to recommend the candidate for the Intern Certificate. Drexel will evaluate the candidate, who must be deemed high quality, using both objective and subjective measures.

NOTE 2: The Intern Certificate will be pulled if in Drexel's opinion the candidate is unsuccessful as a teacher in their first 12 weeks of teaching or in School of Education course work. The candidate must remain continually enrolled at Drexel including Summer Quarter if issued an Intern Certificate. Should a candidate's Intern Certificate be pulled, the candidate will not be able to continue in the teaching position nor will be eligible to receive another teaching Certificate from PA until all requirements are met for the Instructional I Teaching Certificate. Certification requirements would include re-registering for EDUC 540 with participation in a regular, full-time, classroom-based Student Teaching experience under supervision of a Cooperating Teacher.

- Upon submission of the required teacher certification application to the School of Education, Drexel would certainly be able to provide a letter regarding the candidate and where the candidate stands in regard to certification eligibility.
- A candidate may not be recommended by Drexel for a full teaching certificate, (PA Instructional I), until all required pedagogy and content course work, as well as all require Praxis Exams, are successfully completed and Drexel has received the required official documentation as proof, i.e., transcripts and Praxis scores.

### **If I'm teaching in another state, can I apply for the PA Intern Teaching Certificate?**

No, the PA Intern Certificate is only recognized in PA. FYI, there is no "official" reciprocity between any states rather most states participate in the NASDTEC Interstate Agreement that facilitates a fully certified teacher, (PA's full teaching certificate is the Instructional I, in one state being certified in another.

### **NASDTEC Interstate Agreement**

See <http://www.nasdtdec.org/agreement.tpl> and the drop down menu at the bottom of the page to check out the state(s) you are interested in working.

"The NASDTEC Interstate Agreement facilitates the movement of educators among the states and other jurisdictions that are members of NASDTEC and have signed the Agreement. Although there may be conditions applicable to individual jurisdictions, the Agreement makes it possible for an educator who completed an approved program and/or who holds a certificate or license in one jurisdiction to earn a certificate or license in another state or jurisdiction. For example, a teacher who completed an approved teacher preparation program in Alabama generally will be able to earn a certificate in Georgia. Receiving states may impose certain special requirements which must be met in a reasonable period of time. "

### **Emergency Certificate**

A school district wishing to hire an uncertified candidate as a teacher for a position in their district for which a certified teacher cannot be identified, may apply directly to the PA Department of Education for the candidate to obtain a PA Emergency Teaching Certificate. The Emergency Certificate is good for one year of teaching during which time the candidate must make mandated progress toward the Intern or Instructional I Teaching Certificate.

13.5 quarter credits/9 semester credit is the usual mandated benchmark of progress.

NOTE: A candidate working on an Emergency Certificate may be replaced in their teaching position at any time the school district identifies an appropriate Intern/ Instructional I or II certified teacher to take the Emergency Certified teachers place.

## **PA Certification Application Fees**

Effective July 1, 2006, the Department of Education will implement a revised fee structure for all Pennsylvania certification applications raising the present rate of \$15.00 for any and all applications as follows:

- \$40.00 nonrefundable fee for all in-state certification applications
- \$80.00 nonrefundable fee for all out-of-state certification applications

The in-state fee must be submitted along with each application for any type of certification received from a graduate of a Pennsylvania Department of Education approved teacher education program or an application from a currently certified Pennsylvania educator seeking an additional certification(s), duplicate certificate, inactive status or removal there from.

The out-of-state fee must be submitted along with each application in the following two circumstances: (1) an application received from a graduate of a teacher education program at a college/university outside of Pennsylvania or (2) an application received from an educator certified by another state.

## **PA Instructional I Certification:**

Once a student has successfully completed all certification requirements, i.e., all undergraduate content courses, praxis exams, and core pedagogy courses, a student should apply for their PA Instructional I Teacher Certification.

## **Applying for PA Instructional I Teacher Certification**

1. Candidate downloads the PA Certification Application from either the SoE's 'Forms' page (<http://www.drexel.edu/soe>) or the PDE page (<http://www.teaching.state.pa.us/teaching/cwp/view.asp?a=15&Q=28563&teachingPNavCtr>).  
**Both the PDE 338G and PDE 338C forms are required.**
2. Candidate completes the PDE 338G and PDE 338C forms including obtaining a physician's signature on the PDE 338G form.
3. Candidate obtains a \$40 US Postal Money Order and completes the money order making it payable to the Commonwealth of PA.
4. Candidate reviews their Praxis Exam Score Report(s) and makes a copy of page 1 of any Score Report that does not list Drexel University as a score recipient.
5. Candidate forwards the PDE 338G and PDE 338C forms, money order and Praxis Exams (if applicable) to:

Certification Officer  
School of Education  
Drexel University  
3141 Chestnut Street  
Philadelphia, PA 19104

Drexel approves the application or contacts the candidate if there is an issue. When approved, Drexel forwards the candidate's application to the PDE who in turn will issue/send the appropriate teaching certificate to the address the candidate listed on their PDE 338G form. The candidate should receive their teaching certificate from the PDE in 4-6 weeks from the date Drexel approves the application.

Candidate may track progress of the application process after Drexel approves the application via the PDE's "Teacher Certification System" accessed from the left-hand column at <http://www.pde.state.pa.us>

**How long can I expect the process to take once I make an application for PA Certification?**

You can expect to receive your certification from the PA Department of Education within 4-6 weeks from the time that the SoE has sent the PA DoE your application.

**Can students apply for the PA Instructional I and an Add/on a Middle School or another Secondary Subject Certification with one application if I have finished all certification requirements at the same time?**

No, you must apply for your initial PA Instructional I teacher certification first. Each certification requires that you complete an application and submit a \$40 money order payable to the Commonwealth of PA. You can however, submit more than one application to the School of Education at the same time with \$40 money orders for each certification you wish to add/on. Please note that we will need to receive the required Praxis II scores for all Middle School/ High School Subject Areas you wish to add-on.

**Applying for Instructional II**

The minimal requirements to move from an Instructional I to an Instructional II Teaching Certification are 24 semester post-baccalaureate credits (or 36 quarter post-baccalaureate credits) and 3 years of teaching on an Instructional I. Please note: Do not send an application for an Instructional II certification to Drexel University. The forms required for the Instructional II are the PDE 338G and PDE 338P forms, official transcripts, et.

You can download the Instructional II booklet with directions and the needed forms at <http://www.teaching.state.pa.us/teaching/cwp/view.asp?a=15&Q=32476>. Your School Superintendent or her/his designee signs the PDE 338P form. Drexel University's Certification Officer **doesn't** sign off on the Instructional II certification. Remember that the new fee for PDE is \$40!