

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&O=28563>).
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 4-7 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>.