



Applicant Social Security Number: \_\_\_\_\_

3. Have you ever resigned from or otherwise left any employment (e.g., settlement agreement) while allegations of misconduct were pending, or under investigation? (If yes, refer to instructions)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is there disciplinary action pending by a licensing agency in this or any other state, territory or country? (If yes, refer to instructions)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you ever had any certificate or license for any profession denied, revoked, suspended, surrendered or received a public reprimand in this or any other state, territory or country? (If yes, refer to instructions)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have you ever been convicted of a crime classified as a misdemeanor or felony in this state or any other state, territory or country? (If yes, refer to instructions.) <i>(For purposes of this question, convicted includes pleas of nolo contendere and guilty pleas. However, summary offenses do not need to be acknowledged.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are criminal charges pending against you, or are you the subject of an inquiry or investigation by a law enforcement agency in this or any other state, territory or country? (If yes, refer to instructions)	<input type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION IV-CODE OF CONDUCT**

The Pennsylvania code of Professional Practice and Conduct for Educators, which may be found on the Pennsylvania Department of Education website, sets forth the standards for professional practice for Pennsylvania professional educators. All professional educators are expected to conduct themselves in accordance with the Code. Failure to do so may result in professional discipline. Indicate that you have read the code by checking the box below.

I certify that I have read and will abide by the Code of Professional Practice and Conduct for Educators.

**SECTION V-AFFIDAVIT**

*I certify that the information provided in this application, including all statements, transcripts and documentation, are correct and true. I understand that the falsification of any statement or document may result in professional discipline, including revocation of my Pennsylvania certificate.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**INSTRUCTIONS FOR GENERAL APPLICATION - FORM PDE 338 G ADD-ON**  
**PRINT WITH DARK BLUE OR BLACK INK**

**SECTION I: Personal Information**

1. Enter your last name, first name and middle initial.
2. Enter your Social Security Number.
3. Enter your full address.
4. Enter your date of birth.
5. Check the appropriate box for “male” or “female.”
6. Enter your telephone number/s.
7. Enter your email address.
8. List all former names, starting with your maiden name, if applicable. If you have legally changed your name since applying for your initial PA certificate, a PDE 338 D Form must be submitted with this application.
9. Please state your citizenship status by checking the “yes” or “no” box. If you are not a U.S citizen, you must enclose the following documents with your application:
  - A copy of both the front and back of your permanent resident visa, which permits you to permanently reside and work in the United States.
  - A *Declaration of Intent to Become a Citizen of the United States* form. This form is included in the Foreign Supplement Package available from the PDE website at: [www.education.state.pa.us](http://www.education.state.pa.us). This does not apply to foreign language teachers.
  - If you have become a citizen since obtaining an Alien Provisional Certificate, you must return your original Alien Provisional Certificate as well as a copy of your U.S. Naturalization Paper for conversion.

If the documentation noted above is not submitted with the PDE 338 G Add-On form, the application will be returned to you.

**SECTION II: Certification Information**

1. Indicate whether you hold a Pennsylvania Instructional Certificate (Alien Provisional and Intern certificates are eligible) by checking either the “yes” or “no” box. If yes, list the subject area of the instructional certificate you hold. **If you do not hold an instructional certificate, you are not eligible for an Instructional Add-On and your application will not be approved. Your application and fee will be returned to you.**
2. List the Subject Area for which you are applying and specify the Code. Select a Subject Area and Code from the Subject Areas and Codes list. Please note, only instructional areas can be added-on to an existing certificate. Elementary Education, Early Childhood Education, Reading Specialist, Cooperative Ed, and all Special Education areas and Health and Physical Education are **excluded**; these instructional areas may not be added-on to an instructional certificate by receiving a qualifying score on the content area Praxis test.

**SECTION III: Background**

**Please note: Incorrectly answering the questions in this section may significantly delay the processing of your application. Applicants who answer “yes,” to a background question/s, are not automatically prevented from obtaining a PA certificate.**

1. If you have answered “unfounded,” “founded” or “indicated” provide a current, original Child Abuse Clearance from the state, territory or country in which the investigation or report occurred, and a signed letter of explanation with your application. If you have never been the subject of a child abuse investigation or report, select the “no” box.

2. If you have answered “yes,” documentation pertaining to the denial, revocation, suspension, surrender, or reprimand must be submitted with this application. A certification denial based on insufficient credentials (such as lack of coursework or test scores) does *not* need to be acknowledged.
3. If you have answered “yes,” a signed letter of explanation, as well as any documentation pertaining to the disciplinary action, termination, investigation or resignation, must be submitted with this application.
4. If you have answered “yes,” a signed letter of explanation, as well as any public documentation pertaining to the disciplinary action, must be submitted with this application.
5. If you have answered “yes,” a signed letter of explanation, as well as any public documentation pertaining to the disciplinary action, must be submitted with this application.
6. If you have answered “yes,” please include the following in your application (A YES answer does not automatically prevent an applicant from obtaining a PA certificate):
  - a signed letter of explanation;
  - your resume;
  - certified court documents related to all criminal matters;
  - a current, original PA Criminal Background Check;
  - a current, original PA Child Abuse Clearance;
  - five letters of reference (at least three must be professional references); and
  - a letter from your probation officer, if applicable.
7. If you have answered “yes,” please attach the additional documentation as listed above.

#### **SECTION IV: Code of Conduct**

The Pennsylvania’s Code of Professional Practice and Conduct for Educators may be found at <http://www.pde.state.pa.us/pspc/cwp/view.asp?a=3&q=113571>. Review the code and check the box indicating that you have read and will abide by the Pennsylvania’s Code of Professional Practice and Conduct for Educators.

#### **SECTION V: Affidavit**

**Complete the Affidavit section by Signing and Dating the application.** Your signature certifies that all of the information provided in the application is correct and true. Misrepresentation/falsification may result in professional discipline and the revocation of your PA certificate. The application must be signed and dated within one year of submission to the Bureau of School Leadership and Teacher Quality.

#### **COMPLETING THE APPLICATION**

The primary reason for delays in processing certification applications is missing or incomplete information on the 338 G Add-On form and/or missing documentation. **If there is missing or incomplete information, and/or missing documentation, your application will not be processed and will be returned to you.**

Before mailing, review the application and ensure:

- The information entered on the 338 G Add-On form is complete and accurate. (*ensure that you have enclosed both pages of the 338 G Add-On form*)
- The 338 G Add-On form has been signed and dated.
- Enclose a photocopy of the Praxis test score that qualifies you for the instructional Add-On. The PA Department of Education must be listed the as the test recipient.
- Enclose a U.S. Money Order for \$100.00 made payable to the Commonwealth of Pennsylvania with your application. The Bureau of School Leadership and Teacher Quality does not accept personal checks, cash or credit cards. **The non-refundable fee will be retained by the Commonwealth whether or not the transaction results in the issuance of a certificate.**

Mail the General Application-Form PDE 338 G Add-On, U.S. money order, and supporting documentation to:

Bureau of School Leadership and Teacher Quality  
 Pennsylvania Department of Education  
 333 Market Street, 3<sup>rd</sup> Floor  
 Harrisburg, PA 17126-0333

## ADD-ON INSTRUCTIONAL SUBJECT AREA AND CODES LIST

1200	AGRICULTURE K-12	4005	ARABIC K-12
1405	ART K-12	4405	CHINESE K-12
1603	BUS/COMPUTER/INFO TECH K-12*	4410	FRENCH K-12
8825	CITIZENSHIP EDUCATION 7-12*	4420	GERMAN K-12
3200	COMMUNICATION 7-12	4010	GREEK K-12
3230	ENGLISH 7-12	4023	HINDI K-12
4820	ENVIRONMENTAL EDUCATION K-12	4020	HEBREW K-12
5600	FAMILY/CONSUMER SCI K-12*	4430	ITALIAN K-12
4810	HEALTH K-12	4440	JAPANESE K-12
6420	LIBRARY SCIENCE K-12	4025	KOREAN K-12
1666	MARKETING/DISTR ED K-12	4030	LATIN K-12
6800	MATHEMATICS 7-12	4450	LITHUANIAN K-12
2850	MIDDLE LEVEL ENGLISH 7-9**	4453	PASHTO K-12
2860	MIDDLE LEVEL MATHEMATICS 7-9**	4455	PERSIAN FARSI K-12
2870	MIDDLE LEVEL CITIZENSHIP ED 7-9**	4460	POLISH K-12
2880	MIDDLE LEVEL SCIENCE 7-9**	4473	PUNJABI K-12
7205	MUSIC K-12	4470	PORTUGUESE K-12
5212	SAFETY ED/DRIVER ED 7-12	4475	RUMANIAN K-12
8875	SOCIAL STUDIES 7-12	4480	RUSSIAN K-12
6075	TECHNOLOGY EDUCATION K-12*	4040	SANSKRIT K-12
8405	BIOLOGY 7-12	4485	SLOVAK K-12
8420	CHEMISTRY 7-12	4490	SPANISH K-12
8440	EARTH AND SPACE SCIENCE 7-12	4486	SWAHILI K-12
8450	GENERAL SCIENCE 7-12	4487	TURKISH K-12
8470	PHYSICS 7-12	4493	UKRAINIAN K-12
		4495	VIETNAMESE K-12
		4494	URDU K-12

\*Effective September 1, 2001

\*\*Effective September 1, 2003

**Subject Areas that can not be added-on by testing: Elementary Education, Special Education, Reading Specialist, Cooperative Education, Early Childhood Education and Health and Physical Education**