



# INSTRUCTIONS FOR APPLICATION FOR LEVEL II CERTIFICATION

## FORM PDE 338 P

The **General Application, Form PDE 338 G**, ***MUST be submitted with all application requests***. If you do not include the 338 G form, your complete application packet will be returned to you. All requests must be accompanied by a Fifteen Dollar (\$15.00) U.S. Money Order made payable to: Commonwealth of Pennsylvania. Personal checks, cash and credit cards will not be accepted. The Commonwealth will retain the fee whether or not the transaction results in the issuance of a certificate. Mail the application and supporting documents to: Bureau of Teacher Certification and Preparation, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333.

Form PDE 338 G and Form PDE 338 P will constitute your application for the Instructional II, Educational Specialist II, Supervisory II or Administrative II certificate. Candidates for the Vocational II Certificate must apply through the preparing Vocational Teacher preparation institution using Forms PDE 338 C, PDE 338 P and PDE 338 G.

### APPLICANT

1. Complete PART A, on an original form only, by **printing in capital letters with dark blue or black ink** your Last Name, First Name and Middle Initial and entering your Social Security Number.
2. Have your employing School Superintendent or designated school official complete PART B: Recommendation of School Official and return it to **you**. All requested information must be supplied. Please note that beginning and ending dates must include month, day and year and that employers must provide their signature, title, school address and telephone number.
3. After this form is completed by the employing School Superintendent or designated school official and returned to **you**, check the information for completeness before adding it to your envelope.

### OFFICIAL RECOMMENDATION

Complete PART B **using dark blue or black ink**.

1. All requested information must be supplied. Please note that beginning and ending dates must include month, day and year.
2. If the employee was a teacher, counselor, supervisor or principal, please indicate the grade levels and/or academic subjects taught.
3. Read and initial all verification statements (items 5 and 6).
4. Sign the application and print your Title and the Date.
5. Print the School District Name, Telephone Number, County and complete Address.
6. Return the form to the applicant, **NOT** to the Bureau of Teacher Certification and Preparation. The applicant must forward this form, along with the PDE 338 G form, to the Bureau for processing.