

**PROGRAM SPECIALIST
FORM PDE 338 PS-ESL**
(Refer to instructions included with this form)

APPLICANTS: Please note the following information in regard to your Social Security Number (SSN)

DATA REQUIRED BY THE FEDERAL PRIVACY ACT (5 U.S.C. Section 552a note)

AUTHORITY: 24 P.S. Section 1224.

PURPOSE(S): To be used for (1) registration and maintenance of records of all certificated persons as having met qualifications for teaching, (2) identification and collection of criminal/disciplinary records for certified educators and candidates for certification and (3) provision of certification data to authorized personnel and agencies.

DISCLOSURE: Mandatory. Failure to disclose will prevent further processing of the application.

SECTION I – PERSONAL INFORMATION (please print or type)

1. Last Name	First Name	Middle Initial	2. Social Security Number
--------------	------------	----------------	---------------------------

3. Subject Area or Field	4. Subject Area Code
--------------------------	----------------------

SECTION II-STATEMENT OF CONDITIONS

The Program Specialist certificate is issued in accordance with 22 PA Code Chapter 49.62a established in September 1999 and amended in July 2006 and is subject to the following conditions:

1. The educator must hold a valid Instructional I or II certificate or its equivalent from another state.
2. The certificate must be maintained as active by meeting the continuing educational requirements of Act 48.
3. Service on the Program Specialist certificate is counted towards Instructional II certification and **against the validity of the Instructional I certificate held by the educator.**
4. All public school teachers with primary responsibility for direct instruction in one or more of the core content areas are required to demonstrate that they satisfy the definition of a “highly qualified teacher” as mandated by “No Child Left Behind” Federal legislation.

NOTE: Chapter 49, July 15, 2006, amendments allow teachers to apply for the Program Specialist certificate themselves. The Program Specialist certificate is transferable between school entities.

I accept the terms of this program specialist certificate and any educational/testing obligations. My signature indicates my voluntary agreement to the conditions of certificate issuance as indicated above.

Signature of Applicant

Date

PDE 338 PS (Revised 09/10)

INSTRUCTIONS FOR PROGRAM SPECIALIST FORM PDE 338 PS

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 the Subject Area being requested: ESL
4. Enter the Subject Area Code: 4499

SECTION II: Affidavit

Carefully read each statement of condition. **Complete the Affidavit section by signing and dating the form.** Your signature certifies that you agree to the statement of conditions.

Checklist 338 PS-Program Specialist Certificate for ESL

The primary reason for delays in processing certification applications is missing or incomplete information. **If there is missing or incomplete information, and/or missing documentation, your application will not be processed and will be returned to you.**

Before you seal the envelope, ensure you have included the following items:

- A complete PDE 338 G form
- A complete PDE 338 PS form
- Applicants holding a Pennsylvania certificate must include the **original** letter of Training Completion from the college/university or Pennsylvania Intermediate Unit. Photocopies will not be accepted.
- If you hold a valid PA instructional certificate, enclose a photocopy.
- A U.S. Money Order for \$100.00 made payable to the Commonwealth of Pennsylvania. The Bureau of School Leadership and Teacher Quality is unable to 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.

Applicants who do not hold a Pennsylvania certificate, but do hold an ESL certificate issued by another state must also submit the following documentation:

- Photocopies of all valid teaching certificates.
- Transcripts (in college-sealed, unopened envelopes from all colleges/universities you have attended.) Applicants must meet the 3.0 GPA requirement.

Foreign prepared candidates must submit must also submit the following documentation:

- Proof of U.S. Citizenship
- Verification of Bachelor's Degree
- Passing scores from the ACTFL English Oral Proficiency Test. (If your official/native language is not English or you were educated solely outside of the United States)

Mail the application packet and a U.S. money order to:

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

If you have any questions, please contact the Bureau at (717) 787-3356. You may check the status of your request on the PDE website at: www.education.state.pa.us. Click on "Access Services" then "Teacher Certification System."