

**EDUCATIONAL LEADERSHIP**  
(Letter of Eligibility/Principal/Supervisory)  
**CERTIFICATION APPLICATION**

CHECK ONE:

- Letter of Eligibility  
 Principal K-12

- Supervisory – Single Area \_\_\_\_\_  
 Supervisory – Curriculum & Instruction K-12

In order to process your paperwork for certification, please be sure that all of the following items are included in your application:

- \_\_\_\_\_ \$100 money order payable to the Commonwealth of Pennsylvania  
\_\_\_\_\_ General Application Form PDE 338 G  
\_\_\_\_\_ College Verification Form PDE 338 C  
\_\_\_\_\_ Verification of Experience Form PDE V

*Experience requirement for the Principal K-12 certificate:*

Provide a chief school administrator's verification of the completion of five years of satisfactory professional school experience on a state-issued certificate appropriate for the assignment.

*Experience requirement for the Superintendent's Letter of Eligibility/Assistant Superintendent:*

Have provided evidence of six years of teaching or other professionally certificated service in the basic schools for the Assistant Superintendent's Letter of Eligibility, and for the Superintendent's Letter of Eligibility three of those six years must have been in a supervisory or administrative capacity.

- \_\_\_\_\_ Photocopy of all previous Pennsylvania Certificate(s)  
\_\_\_\_\_ Photocopy of Certification Analysis Sheet completed by adviser listing courses required for certification

The above materials, including this cover sheet, should be completed by the applicant and sent to:

Office of Graduate Studies, Taylor Hall, Room 200.

Applicant's name (please print)

Social Security #

Signature of Applicant

Date