



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

## SECTION IV-BACKGROUND

**Read and answer each question *carefully*...ensure that you have selected the appropriate check box. Incorrectly checking a box may significantly delay the processing of your application. Please refer to the instruction sheet for further information.**

1. Have you ever been the subject of a child abuse investigation or report in this or any other state, territory or country? (If yes, indicate whether the investigation or report is indicated, unfounded, or founded by checking the appropriate box)	<input type="checkbox"/> Unfounded <input type="checkbox"/> Indicated <input type="checkbox"/> Founded <input type="checkbox"/> No
2. Are you currently the subject of any misconduct investigation by an employer? (If yes, refer to instructions)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 V-CODE OF CONDUCT

The Pennsylvania code of Professional Practice and Conduct for Educators, which may be found on the PDE 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 VI-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

PDE 338 G (Revised 10/08)

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

**SECTION I: Personal Information**

1. Print your Last Name, First Name, and Middle Initial
2. Print your Social Security Number
3. Print your complete Address and Zip Code
4. Print your Date of Birth
5. Check the appropriate box for male, or female
6. Print your telephone numbers in the event you must be contacted
7. Print your current e-mail address
8. Print your former names, if applicable
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 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.teaching.state.pa.us](http://www.teaching.state.pa.us). This does not apply to Foreign Language teachers.
  - If you have become a citizen since submitting your last application, 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 form, the application will be returned to you.**

**SECTION II: Certification Information**

1. Enter the Month/Year, name of degree, and college from which you received your initial bachelor’s degree. Do not list information regarding Masters or Doctorate degrees.
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.

**SECTION III: Health Certificate**

A U.S. licensed physician must sign the Health Certificate section of this application. PDE will not accept a nurse or physician’s assistant signature. The Health Certificate section is not required if the applicant holds, or has held, a PA certificate including Emergency Permits or Temporary Teaching Permits.

**SECTION IV: Background**

**Please note: Incorrectly answering the questions in this section may significantly delay the processing of your application.**

1. If you have answered “unfounded,” “founded” or “indicated” you must 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” a signed letter of explanation, as well as any public documentation pertaining to the disciplinary action must be submitted with this application.
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” you will not be automatically prevented from obtaining a PA certificate. A certification denial based on insufficient credentials (such as lack of coursework or test scores) does *not* need to be acknowledged. Any documentation pertaining to the denial, revocation, suspension, surrender, or reprimand 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 FBI Clearance or registration identification number;
  - 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 V: 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 VI: 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 Pennsylvania certificate.

## COMPLETING THE APPLICATION

The primary reason for delays in processing certification applications is missing or incomplete information on the 338 G 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. All signatures and corresponding dates must be within one year of application submission.**

Before mailing, review the application and ensure:

- The information entered on the 338 G form is complete and accurate (*ensure that you have enclosed both pages of the 338 G form*)
- A U.S. Licensed Physician has signed the form, if applicable
- All required documentation is enclosed
- The 338 G form has been signed and dated
- Enclose a U.S. Money Order (\$40 In-State/\$80 Out-of-State) made payable to the Commonwealth of Pennsylvania with your application. 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.**

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

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

Please Note: If you are pursuing certification directly through a Pennsylvania teacher preparation program, the application should be submitted to the college/university. Please bring your completed application packet to the college/ university—do not mail to PDE.

## SUBJECT AREA AND CODES LIST

Code	Instructional	Code	Education Specialist
1200	AGRICULTURE K-12	1830	DENTAL HYGIENIST K-12
1405	ART K-12	1836	ELEMENTARY SCHOOL COUNSELOR K-6
1603	BUS/COMPUTER/INFO TECH K-12*	1850	HOME AND SCHOOL VISITOR K-12
8825	CITIZENSHIP EDUCATION 7-12*	1825	INSTRUCTIONAL TECHNOLOGY SPECIALIST K-12
3200	COMMUNICATION 7-12	1865	NUTRITION SERVICE SPECIALIST K-12
2361	COOPERATIVE ED 7-12	1890	SCHOOL NURSE K-12
2840	EARLY CHILDHOOD N-3	1875	SCHOOL PSYCHOLOGIST K-12
2810	ELEMENTARY K-6	1837	SECONDARY SCHOOL COUNSELOR -127
3230	ENGLISH 7-12	9800	SOCIAL RESTORATION 7-12
4820	ENVIRONMENTAL EDUCATION K-12		
5600	FAMILY/CONSUMER SCI K-12*		<b>Supervisory Areas</b>
4810	HEALTH K-12	1415	ART SUPERVISOR
4805	HEALTH & PHYSICAL ED K-12	3215	COMMUNICATION (ENGLISH) SUPERVISOR
6420	LIBRARY SCIENCE K-12	2615	COMPREHENSIVE VOCATIONAL ED SUPERVISOR
1668	MARKETING/DISTR ED TEACHER COOR. 7-12	2515	COOPERATIVE EDUCATION SUPERVISOR
6800	MATHEMATICS 7-12	2915	CURRICULUM AND INSTRUCTION SUPERVISOR
2850	MIDDLE LEVEL ENGLISH 7-9**	2827	EARLY CHILDHOOD SUPERVISOR
2860	MIDDLE LEVEL MATHEMATICS 7-9**	2815	ELEMENTARY EDUCATION SUPERVISOR
2870	MIDDLE LEVEL CITIZENSHIP EDUCATION 7-9**	4897	ENVIRONMENTAL EDUCATION SUPERVISOR
2880	MIDDLE LEVEL SCIENCE 7-9**	4415	FOREIGN LANGUAGES SUPERVISOR
7205	MUSIC K-12	4815	HEALTH & PHYSICAL EDUCATION SUPERVISOR
7650	READING SPECIALIST K-12	5915	INDUSTRIAL ARTS/TECHNOLOGY ED SUPERVISOR
5212	SAFETY ED/DRIVER ED 7-12	1829	INSTRUCTIONAL TECHNOLOGY SPEC SUPERVISOR
8865	SOCIAL SCIENCES 7-12*	6415	LIBRARY SCIENCE SUPERVISOR
8875	SOCIAL STUDIES 7-12	6815	MATHEMATICS SUPERVISOR
6075	TECHNOLOGY EDUCATION K-12*	7215	MUSIC SUPERVISOR
		2930	PUPIL PERSONNEL SERVICES SUPERVISOR
		7615	READING SUPERVISOR
		5227	SAFETY ED/DRIVER EDUCATION SUPERVISOR
		1815	SCHOOL GUIDANCE SERVICES SUPERVISOR
		1891	SCHOOL HEALTH SERVICES SUPERVISOR
		1877	SCHOOL PSYCHOLOGICAL SERVICES SUPERVISOR
		1855	SCHOOL SOCIAL SERVICES SUPERVISOR
		8415	SCIENCE SUPERVISOR
		8815	SOCIAL STUDIES SUPERVISOR
		9215	SPECIAL EDUCATION SUPERVISOR
			<b>Administrative &amp; Letter of Eligibility Areas</b>
		1115	PRINCIPAL K-12
		2300	VOCATIONAL ADMINISTRATIVE DIRECTOR
		1150	DISTRICT SUPERINTENDENT
		1155	ASSISTANT DISTRICT SUPERINTENDENT
		1160	INTERMEDIATE UNIT EXECUTIVE DIRECTOR
		1165	ASSISTANT IU EXECUTIVE DIRECTOR
			* Effective September 1, 2001
			** Effective September 1, 2003
	<b>Foreign Languages</b>		
4005	ARABIC K-12		
4405	CHINESE K-12		
4410	FRENCH K-12		
4420	GERMAN K-12		
4010	GREEK K-12		
4020	HEBREW K-12		
4430	ITALIAN K-12		
4440	JAPANESE K-12		
4025	KOREAN K-12		
4030	LATIN K-12		
4450	LITHUANIAN K-12		
4460	POLISH K-12		
4470	PORTUGUESE K-12		
4475	RUMANIA-12N K-12		
4480	RUSSIAN K		
4040	SANSKRIT K-12		
4485	SLOVAK K-12		
4490	SPANISH K-12		
4493	UKRAINIAN K-12		
4495	VIETNAMESE K-12		
	<b>Science</b>		
8405	BIOLOGY 7-12		
8420	CHEMISTRY 7-12		
8440	EARTH AND SPACE SCIENCE 7-12		
8450	GENERAL SCIENCE 7-12		
8470	PHYSICS 7-12		
	<b>Special Education</b>		
9205	HEARING IMPAIRED K-12		
9265	SPEECH & LANG IMPAIRED K-12		
9290	VISUALLY IMPAIRED K-12		
9225	SPECIAL EDUCATION N-12*		