TO: **Candidates for Principal's Certification**

FR: Kathleen Kingston, Ed.D.
Director of Graduate Programs
Associate Director of the School of Education

RE: **Procedure for Applying for Principal's Certification**

The following process must be followed in applying to the Pennsylvania Department of Education for your certification as a K-12 Principal.

- **General Application – Form PDE 338 G.** Please fill out this form in its entirety. If you currently possess a valid PA teaching certificate, you DO NOT have to complete item #10, Health Certificate. Please attach a photocopy of your professional educational certificate.

- **Verification of Experience, Form PDE 338 V.** This form must be submitted with your application if applying for either Administrative I or Supervisory I certification. According to ***22 Pa Code 49.121, Administrative I,*** each candidate must verify a minimum of 5 years of professional school experience. If this experience encompasses more than one school district, please feel free to photocopy this form.

- **Verification Form PDE 338 C,** completion of Approved Education Program form. Please complete **Part A: Applicant** section of this form.

- Make certain that all necessary academic and PRAXIS, **School Leaders Licensure Assessment,** testing requirements have been met and the results sent to Gannon University. If you did not have your PRAXIS test results sent to Gannon University, you will have to provide me with a photocopy of your scores as provided by ETS before we will process your application.

- Enclose a **Certified Check, or U.S. Money Order** payable to the **Commonwealth of Pennsylvania** for the amount of **$40.00** nonrefundable fee for all in-state certification applications and **$80.00** nonrefundable fee for all out-of-state certification applications. The PDE will not accept a personal check. **NOTE: As of September 1, 2004, the PDE will no longer accept credit card information as a method of payment for certification.**

- **NOTE:** All completed forms must be returned to the following address:

  Eileen Jolls, Graduate Secretary
  School of Education
  Gannon University
  109 University Square
  Erie, PA 16541-0001

NOTE: All course work in the prescribed program must be successfully completed and grades posted by Gannon University before the packet will be forwarded to the Department of Education.