

# COLLEGE/UNIVERSITY VERIFICATION FORM PDE 338 C

## Completion of Approved Education Program For Use by Applicants Prepared by PA Colleges/Universities (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 – APPLICANT INFORMATION (please print or type)

Last Name	First Name	Middle Initial	Social Security Number
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### SECTION II-PREPARING COLLEGE/UNIVERSITY RECOMMENDATION

1. I certify that the applicant has achieved at least a satisfactory rating on the PDE 430, PA Statewide Evaluation Form for Student Professional Knowledge and Practice.	_____ Initial
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2. Check and Initial <b>one</b> of the following statements:	
<input type="checkbox"/> I certify that the applicant has been formally admitted to and is pursuing an <b>approved intern program</b> to qualify for a certificate in the Subject Area(s) or Field(s) listed below.	_____ Initial
<input type="checkbox"/> I certify that the applicant has completed an <b>approved program</b> (PA Code §49.68) and has successfully demonstrated competencies to qualify for a certificate in the Subject Area(s) or Field(s) listed below.	_____ Initial
_____ Date of Program Completion	

3.	_____ Subject Area or Field	_____ Type Code	_____ Area Code
	_____ Subject Area or Field	_____ Type Code	_____ Area Code
	_____ Subject Area or Field	_____ Type Code	_____ Area Code

4.	_____ Date of initial conferred Bachelor's Degree
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5. To the best of my knowledge and belief, the candidate is known and regarded by the preparing institution as a person of good moral character and possesses those personal qualities and professional knowledge and skill which warrant issuance of the requested certificate. (If the certification officer possesses information which prevents verification of the good moral character of the candidate, a statement of explanation must be attached to the 338 C form)	_____ Initial
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### SECTION III-CERTIFICATION OFFICIAL INFORMATION

_____ Signature of Certifying Official	_____ Title	_____ Date
_____ Name of College or University	_____ College Code Number	

**INSTRUCTIONS FOR COLLEGE/UNIVERSITY VERIFICATION FORM PDE 338 C**

**SECTION I: Applicant Information**

1. Print or type your Last Name, First Name, Middle Initial, and enter your Social Security Number.
2. Send this form to your college/university certification office.

**SECTION II: Preparing college/University Recommendation**

1. If the candidate has achieved at least a satisfactory rating on the final PDE 430, confirm by printing your initials in the box.
2. Check the box indicating what type of program the candidate has completed and enter the date of program completion, if applicable. Confirm by printing your initials in the box provided.
3. Print the certification Subject Area(s) or Field(s) and Code numbers you are recommending.

**NOTE:** If a college/university is recommending **more than one area** of certification:

- (a) When the student completes Form PDE 338 G, item 9, he/she should enter **only one** Subject Area and Area Code. Any area being sought may be selected.
  - (b) On the PDE 338 C form, the college/university must list **ALL** the Subject Areas and Codes for which the student is being recommended.
4. Print the date of the initial conferred Bachelor's degree.
  5. Please initial the box provided to indicate that the institution is currently unaware of any information that the educator does not possess good moral character. If the institution is aware of information which prevents attestation of the good moral character of the candidate, a letter of explanation must be included with the PDE 338 C form.

**SECTION III: Certifying Official Information.**

1. Sign the application and provide your Title, Date and Name of College/University.
2. Enter the College Code Number.
3. Apply the appropriate test score label(s) (with the passing scores) in the space provided below.
4. Send Form PDE 338 C, Form PDE 338 G and the fee to the Pennsylvania Department of Education.

PLACE TEST SCORE LABEL(S) HERE