

REQUIREMENTS FOR LEVEL II

In accordance with June 1, 1987 and September 1999 Regulations, the requirements for conversion of a Level I certificate are:

Instructional II

- 24 post baccalaureate credits;
- 3 years of satisfactory service on the Pennsylvania Level I certificate (all areas will convert simultaneously);
- Completion of a Pennsylvania Department of Education-approved induction program; and
- If Instructional I was issued in accordance with September 1999 regulations (effective date of September 1, 2001 or thereafter), satisfactory results on Level II assessment.

Educational Specialist II

- 24 post baccalaureate credits;
- 3 years of satisfactory service in each conversion area requested;
- If Level I is issued in accordance with September 1999 regulations (effective date September 1, 2001), completion of a Pennsylvania Department of Education-approved induction program; and
- If Educational Specialist I was issued in accordance with September 1999 regulations (effective date September 1, 2001), satisfactory results on Level II assessment.

Administrative II and Supervisory II

- If issued in accordance with June 1987 regulations, 3 years of satisfactory service on the Pennsylvania Administrative I or Supervisory I certificate in each area to be converted.

Vocational Instructional II

- 60 credit hours in an approved program in the appropriate field of vocational education;
- 3 years of satisfactory service on the Pennsylvania Vocational Level I certificate attested to by the chief school administrator of the Pennsylvania-approved public, nonpublic or vocational-technical school entity in which the vocational teaching was completed;
- Completion of a Pennsylvania Department of Education-approved induction program;
- Passing scores on the appropriate Praxis Series exam(s) for Pennsylvania; and
- Recommendation from an approved Pennsylvania university (Temple University, Pennsylvania State University, or Indiana University of Pennsylvania).

TO APPLY . . .

STEP 1: Read through the booklet and familiarize yourself with the process.

STEP 2: Complete the General Application, Form PDE 338 G, in its entirety.

STEP 3: Collect the following documentation to support your application:

- **Application for Level II Certificate Form PDE 338 P.** Please have the school official complete this form and return it to you.
- **Vocational Instructional II applicants:** Obtain the completed Form PDE 338 C (College/University Verification Form) from the approved Pennsylvania university.
- **Transcripts.** Official transcripts are required for all post baccalaureate college/university course work. It is your responsibility to contact your college and have them send **you** an official transcript in a college/university-sealed envelope. **Do NOT open the envelope.** Forward all college/university-sealed, unopened envelopes with your application packet.
- **In-Service Letters.** Enclose official copies of Pennsylvania Department of Education approved intermediate unit (IU) credits. (Official letters with raised seals are issued by the in-service coordinator at a Pennsylvania Intermediate Unit.)
- **Copy of Pennsylvania Certificate.** Send a legible, unaltered copy of your Pennsylvania certificate.
- **Non-U.S. Citizen.** A non-U.S. citizen is ineligible for a Level II certificate, unless converting a Level I certificate in a foreign language (School Code, Sections 1109 & 1202).

STEP 4: Assemble your application materials in the order listed in Steps 2 and 3. Complete applications will expedite the process.

STEP 5: Place the nonrefundable \$40.00 U.S. Money Order (made payable to Commonwealth of Pennsylvania) on top of the application materials.

STEP 6: Submit all application materials together in one envelope to:

Pennsylvania Department of Education
Bureau of School Leadership & Teacher Quality
333 Market Street, Third Floor
Harrisburg, PA 17126-0333

All application materials become the property of the Pennsylvania Department of Education.

LEVEL II CERTIFICATION COMMONLY ASKED QUESTIONS AND ANSWERS

These questions and answers are based on current regulations 22 PA Code Chapter 49, Certification of Professional Personnel as of September 1999.

1. What do the terms “Level I” and “Level II” mean?

Pennsylvania currently has two levels of certification. The initial certificate, Level I, is valid for a specific number of service years, during which time you must complete established requirements. Upon completion of those requirements, the Level I may be converted to a Level II certificate. If not converted, the Level I lapses after six (6) teaching/service years. You cannot be employed in a Pennsylvania public school with a lapsed certificate.

2. When will my Level I certificate expire?

Level I (provisional) certificates are valid for actual years of professional service as an educator in Pennsylvania. Service time earned outside Pennsylvania does not count towards Level II requirements, nor does it count against the service life of the Level I.

3. Can my initial Level I certificate be renewed?

No. Pennsylvania certificates are not renewable. An Instructional I or Educational Specialist I is valid for a maximum of 6 **service** years in Pennsylvania. If issued in accordance with 1987 regulations, Administrative I or Supervisory I is valid for a maximum of 3 **service** years in Pennsylvania. If not converted before the end of the applicable service period, the certificate becomes invalid. An emergency permit will not be issued to a person with an invalid certificate.

4. When should I convert my certificate to Level II?

After you have completed **all** requirements as specified on page 4, you may apply for Level II certification. It is the responsibility of each certificate holder to obtain the Level II certificate before the service life of the Level I expires. Failure to do so will result in a lapsed certificate and the certificate holder will be ineligible for employment.

5. I have more than one area of certification. Will I need three years of service in each area?

Not in all cases. All **Instructional** areas will be converted to Level II status simultaneously; however, Educational Specialist, Administrative and Supervisory certificates issued under 1987 regulations require 3 years of satisfactory service in each area.

6. Will teaching experience outside of Pennsylvania count towards Level II?

No. Professional experience must be in Pennsylvania, on a valid Level I certificate, and in the curriculum area for which the certificate was issued.

7. Will service as a substitute count towards Level II?

Satisfactory service (including service as a long-term substitute) for a minimum of 45 days in a single assignment in areas for which a Level I certificate is held will be credited towards Level II. That experience shall be counted against the period of certificate validity.

Service as a day-to-day substitute in intermittent assignments will not count towards Level II requirements. Likewise, this service time is not charged against the validity period of the Level I certificate.

8. Is unsatisfactory service creditable towards meeting the experience requirements for Level II?

No. Unsatisfactory service is not creditable toward Level II certification, but it does count against the validity period of the certificate.

9. Will teaching experience outside my certificated area count towards Level II?

No. Service outside the certification area does not meet state requirements for attaining Level II.

10. Will service at a private or nonpublic school count towards Level II certification?

Service on a Level I certificate in the following types of schools may be credited toward Level II certification at the **option** of the certificate holder:

- Pennsylvania charter schools
- State Board of Private Academic Schools
- PDE registered non-public, non-licensed schools
- Schools accredited by the Middle States Association of Colleges and Schools, Pennsylvania Association of Private Academic Schools, United Private Academic Schools Association or National Association for the Education of Young Children

11. Will service at a charter school count towards Level II?

Service on a Level I certificate in a charter school may be credited toward Level II at the option of the certificate holder.

12. What types of services will not count towards Level II certification?

Service in the following categories is not creditable toward Level II certification nor charged against the period of validity of a Level I Certificate:

- any Intern Certificate (Instructional, Vocational or Alternative Intern)
- an Emergency Permit
- an Act 97 Waiver of Certification
- a teacher of adult classes of persons 21 years of age or older
- outside the Commonwealth of Pennsylvania
- a day-to-day substitute (See CSPG 89)
- nonprofessional or paraprofessional positions

13. Am I required to complete an Induction Program?

All persons who were issued their Instructional I or Vocational Instructional I Certificate on or after June 1, 1987 must present evidence of having successfully completed a PDE-approved induction program in order to qualify for an Instructional II or Vocational Instructional II Certificate. Educational Specialist I Certificates issued in accordance with September 1, 1999 regulations must also complete a PDE-approved Induction program. See CSPG No. 7 and No. 8 for additional Level II certificate requirements.

14. How many credits do I need for Level II?

Instructional or Educational Specialist applicants must complete 24 semester credits (graduate or undergraduate level) or 24 PDE-approved IU credits beyond their initial bachelor's degree. Semester credits must be earned at a state-approved baccalaureate degree-granting college or university. There are no credit requirements for conversion of Administrative or Supervisory certificates to Level II.

Note: Distance learning (i.e. video, online, etc.) courses are also acceptable as long as they are officially transcribed as stated above and appear as a passing grade on an official transcript of a state-approved baccalaureate degree-granting institution.

15. Are community college credits and continuing education units (CEUs) accepted towards Level II certification?

No. Community college credits and continuing education units (CEUs) are not accepted towards Level II certification.

16. Will credits completed at an approved seminary, school of theology, medical school, law school, etc. be acceptable for Level II certification?

Credits in the fields of law, medicine, real estate and theology are **not** acceptable unless the certificate holder can demonstrate that these credits relate directly to the certification assignment.

17. Are quarter credit hours equivalent to semester credit hours?

No. A quarter credit hour is equal to two-thirds of a semester credit hour.

18. How do I apply for a name change on my certificate?

If your name has been legally changed, you should request a name change on your certificate. Form PDE 338 D is available at any school district, IU or area vocational-technical school (AVTS), as well as through this office. This form is also available online at www.pde.state.pa.us. There is no processing fee for a name change.

19. How do I apply for a duplicate certificate?

If you have lost your Pennsylvania certificate, you may order a duplicate. Form PDE 338 D is available at any school district, IU or AVTS, as well as through this office. This form is also available online at www.pde.state.pa.us. There is a processing fee for a duplicate certificate.

20. How do I contact the Bureau of School Leadership and Teacher Quality?

You may contact us by mail at the following address:

Pennsylvania Department of Education
Bureau of School Leadership & Teacher Quality
333 Market Street, Third Floor
Harrisburg, PA 17126-0333

Customer Service (717) 787-3356; text telephone TTY (717) 772-2864;
Fax (717) 783-6736.