

REQUIREMENTS FOR PENNSYLVANIA VOCATIONAL TEACHER CERTIFICATION

EMERGENCY PERMIT

The candidate must have made application for, and been accepted into the Occupational Competency Assessment (OCA) testing program. This means a completed OCA application and all supporting documentation (verification of the required work experience and verification of high school graduation or the equivalent), along with the appropriate test fee must be on file at Penn State before the application for the emergency permit will be endorsed. This permit is valid for the balance of the school year. **EXAMPLE:** An emergency permit issued in September 2010 expires on the last working day of the 2010-2011 school year. **Endorsements by all parties on Form 338ES requires that the candidate complete the OCA during the next regularly scheduled testing session; and provide a \$100 POSTAL money order only—no personal checks please, made payable to the Commonwealth of Pennsylvania.**

INTERN CERTIFICATE

Successfully complete the appropriate Occupational Competency Assessment examination, complete application PDE-338C and PDE-338G and provide a **\$100 POSTAL money order only—no personal checks please—**made payable to the **Commonwealth of Pennsylvania**. No other testing is required. The Intern certificate is good for **three (3) calendar years** from date of issue. Do not apply for this certificate unless you are currently teaching or have been **guaranteed** a full-time teaching position. Only one Intern certificate per individual is ever issued. **EXAMPLE:** A certificate issued any time in September 2010 expires on August 31, 2013.

VOCATIONAL INSTRUCTIONAL I

The applicant must have successfully completed the required 18 credits and the PRAXIS Series **Computerized Pre-Professional Skills Tests in Reading (10710) and Writing (20720)**. The candidate must indicate on the cover page of the application the date of successful completion of the exams. This certificate is good for **six (6) teaching** years. If, for any reason, teaching is interrupted, (programs closing, sabbatical leaves, or personal reasons), the certificate is still valid for the full six year period. When making application for this certificate the candidate must complete application PDE-338C and PDE-338G, provide official transcripts from schools or universities other than Penn State, to the Program of Workforce Education and Development, showing completion of all required course work, a photo-copy of the Intern certificate, a copy of the results of your scores from the PPST and a **\$100 POSTAL money order only—no personal checks please**, made payable to the **Commonwealth of Pennsylvania**. The applicant must have completed at least three years of successful teaching on this certificate before applying for the Vocational Instructional II.

VOCATIONAL INSTRUCTIONAL II

This certificate is valid for **five** years (renewable) and is issued upon successful completion of the required 43 additional credits and the PRAXIS Series **Pre-Professional Skills Test (PPST) Mathematics (codes 0730 or 5730)**, and the **PLT 7-12 (or the waiver)** portions of the NTE Core Battery. Applicants must also successfully complete the Pre-certification Competency Exam on Educating the Handicapped (Special Needs Exam), **or** Special Education (SPLD) 400 **or** WF ED 413, Vocational Education for Special Needs Learners.

The candidate must indicate on the cover page of the application the date of successful completion of each NTE exam and the Special Needs Exam, **or** SPLED 400, **or** WF ED 413. You should also provide a copy of your test scores from the NTE exam. Use application PDE-338C, PDE 338G and PDE-338P. In addition, the candidate must provide a copy of the Vocational Instructional I certificate, official transcripts showing completion of all required course work and a **\$100 POSTAL money order only—no personal checks** made payable to the **Commonwealth of Pennsylvania**.

Under Act 48 Regulations, to renew the Vocational Instructional II certificate, the following activities are accepted and recommended:

6 college credits within a five-year period

OR

6 Continuing Education Units within a five year period

OR

180 hours of appropriate professional development activities

OR

Any combination of the above that equal 180 hours total.

NOTICE!

DO NOT send applications and transcripts for certification directly to the Bureau of Teacher Certification in Harrisburg. All applications (and transcripts) for teacher certification are reviewed and endorsed by certification personnel in the Program of Workforce Education and Development and the Dean of the College of Education at Penn State. Applications sent to the Bureau of Certification without the proper review and endorsements will be returned to you by Harrisburg, and will cause a delay of at least six weeks in receipt of the certificate by the applicant. Send your application, all supporting documentation and the required official transcripts to Cheryl Stamm, 301 Keller Building, University Park, PA, 16802 for processing. You should attempt to complete all required course work, the NTE exams, and the Special Needs exam, SPLED 400, or WF ED 413 approximately three to six months prior to the expiration of your current, valid teaching certificate. This allows sufficient turn-around time to permit you to receive the next level of certification prior to the expiration of your certificate.

TEACHER TESTS

Prior to making application for the Vocational Instructional I certificate, you must satisfactorily complete the PRAXIS Series **Computerized Pre-Professional Skills Tests in reading and writing**. You must receive passing scores on the PRAXIS Series **Pre-Professional Skills Test (PPST) Mathematics** and the **PLT 7-12 (or the waiver)**, portion of the NTE Core Battery before making application for the Vocational Instructional II. Penn State will not forward applications to the Bureau of Teacher Certification in Harrisburg without attaching proof of satisfactory completion of the required exams. The computer printout you receive from Educational Testing Service (ETS) provides your score and the current passing score for the Commonwealth of Pennsylvania. You must indicate on the NTE registration form that Penn State (Code R2660) is to receive your test scores. PDE will automatically receive copies of these test scores. You also should forward a copy of your ETS computer printout when you send your certification materials to this office.

The information provided below comes directly from the Bureau of Vocational Teacher Certification in Harrisburg, Pennsylvania. It is extremely important that you follow these testing requirements prior to making application for the Vocational Instructional I certificate.

Vocational Instructional I Certificate. Effective January 1, 2002, the PPST Reading and Writing tests replaced the Praxis I Computer-Based Tests (CBT) for Reading and Writing currently used for the Vocational Instructional I certificate. Candidates may take the PPST on either the computer or as paper and pencil tests. The current PPST passing scores used for all other certification areas will also apply to the Vocational Instructional I certificate. As of today's date, those scores are Reading — 172 and Writing — 173.

Vocational Instructional II Certificate. Effective September 1, 2008, the PPST Mathematics replaced the Praxis II Vocational General Knowledge Test currently used for the Vocational Instructional II certificate. The Department of Education will recognize the minimum qualifying score of 560 for the Vocational General Knowledge test (#0890) if the test was taken prior to September 1, 2008. Scores submitted for the Vocational General Knowledge test (#0890) will be valid for ten years from the date the test was taken if attending an in-state institution

Test Registration. Candidates registering for the computerized PPST must now call and make an appointment at an ETS designated testing center site listed in the Computerized PPST bulletin. Candidates registering for a paper and pencil PPST must register for one of the six national test dates and use the regular Praxis registration bulletin. If you have a question about registration, you may call ETS at 609-771-7395 or e-mail at praxis@ets.org

Pre-Professional Skills Tests in Pennsylvania.

Vocational Instructional I	10710 PPST Reading 20720 PPST Writing	OR	5710 Computerized PPST Reading 5720 Computerized PPST Writing
Vocational Instructional II	0730 or 5730 Mathematics		

The telephone numbers for the ETS Computerized PPST test centers are provided below.

Allentown	610-791-5320	Philadelphia	215-238-8380
Clarks-Summit	570-586-4362	Pittsburgh	412-367-4620
Erie	814-864-6100	Pittsburgh	412-247-4463
Harrisburg	717-652-0143	Pittsburgh	412-624-9103
Lancaster	717-391-6519	York	717-755-7471
Montgomeryville	215-412-7822		

Note: Testing fees for the computerized PPST series are different than the paper and pencil test fees. Check the ETS Bulletins for costs.

SPECIAL NEEDS EXAM

Before making application for the Vocational II, you must satisfactorily complete Penn State's **Pre-certification Competency Examination on Educating the Handicapped — (Special Needs Test)**, as it is better known, **or** the Penn State Course, Special Education (SPLED) 400, **or** WF ED 413. Satisfactory completion of either the exam, **or** SPLED 400 **or** WF ED 413 is required before making application for the Vocational Instructional II certificate, or, if adding an additional certification area to an already permanent certificate issued before the special needs exam was mandated. The special needs exam is offered at the locations shown below. Your scores will be forwarded to University Park; simply indicate on the application where you completed the exam. Call the desired test site to make arrangements to complete the exam at the location of your choice.

University Park Campus — (814) 863-1497

Penn State Great Valley — (610) 648-3200

CHECK YOUR CERTIFICATE!

Keeping track of the status of certification requirements, updating to another level, and/or expiration of the certificate is the responsibility of the teacher, not Penn State. When you receive your new certificate from the Bureau of Teacher Certification, check the "years valid" column carefully for the expiration date. It is extremely important that you work toward permanent certification in a manner that will permit you to meet the specified course and/or credit requirements and complete the required CBT and NTE exams within the mandatory time frame.

CHANGE OF ADDRESS

In addition to notifying the University of a change of address, it is also requested that teachers notify the Workforce Education office at Penn State by calling Cheryl Stamm at (814) 863-0804. Important dates are frequently missed when correspondence is mailed to an incorrect address, then not returned to the Program office until well after the cut-off date.

TRANSCRIPTS

You will be required to provide **official** transcripts to show satisfactory completion of course work completed from universities other than Penn State. If you are enrolled as a **certification only, non-degree** student, you will need to have your transcripts mailed to the attention of Cheryl Stamm, 301 Keller Building, University Park, PA, 16802. These will be made part of your certification file. It is not necessary to provide an official transcript each time you complete a course. However, when you file your application to move from one level of certification to another, you will be required to provide **official** transcripts showing satisfactory completion of all required course work. You will **not** need to provide a Penn State transcript as these are already available to Cheryl.

If you are enrolled in the **Returning Adult Learner Program** and have completed course work at other universities, you may have those courses evaluated as to whether or not they may be placed on your Penn State transcript, You will need to have official transcripts sent to the Undergraduate Admissions office in 201 Shields Building, University Park, PA 16802

FOR ADDITIONAL INFORMATION, OR TO OBTAIN APPLICATIONS FOR TEACHER CERTIFICATION, CONTACT:

Cheryl Stamm
Administrative Support Assistant
e-mail ~ crc10@psu.edu
The Pennsylvania State University
Workforce Education and Development
301 Keller Building
University Park, PA 16802-1303
(814) 863-0804 (Work)
(814) 863-7532 (Fax)

6/14/2010