



**College of Education and Human Services
California University of PA
Applying for PA Teacher Intern Certificate**

Complete the following in order to apply for a Teacher Intern Certificate: All PDE forms are Pennsylvania Department of Education forms for in-state certification which can be downloaded from the PDE website at: <http://www.portal.state.pa.us/portal/server.pt?open=514&objID=506890&mode=2>

- **Form PDE 338G** – General Application – refer to the printed instructions on the form. **PRINT LEGIBLY** and complete all areas of the form in **Sections I, II, IV, V, and VI**. Your physician must complete **Section III** on your **original** form.
- **Form PDE 338C** – College/University Verification – Complete only your name and social security number on the top of both pages of this form. The rest of the form is to remain blank.
- **Letter Verifying Employment** – For the Teacher Intern Certificate application, a letter must be provided by the hiring school district verifying employment as a full-time teacher. The letter must be on district letterhead.
- **Recommendation for Teacher Intern Certificate Form** – This is a CalU form. Complete, sign and date the form and turn in with your application.
- **Praxis Exam Scores** – Cal U Certification Office must receive a score label with your Praxis Exam scores directly from Educational Testing Service (a copy of your scores is not acceptable.) Contact ETS, 800-772-9476 to have your scores sent to California University of PA, Attending Code A2647, and Recipient Code R2647. If you include Cal U as a recipient when you take your Praxis Exams, the Certification Office should have your scores. Call 724-938-4125 to verify.
- **Postal Money Order** – Include a postal money order made payable to the Commonwealth of Pennsylvania with your application to the Certification Office in Keystone 200B. The fee is the current In-State Certification Application fee.

The following Intern Application Packet is turned in to the Certification Office (Keystone 200B):

1. Form PDE 338G
2. Form PDE 338C
3. Letter Verifying Employment
4. Cal U Form – Recommendation for Teacher Intern Certificate Form
5. Application Fee – Postal Money order made payable to the Commonwealth of Pennsylvania
6. A copy of your current teaching certificate if already certified

THE TEACHER INTERN CERTIFICATE WILL BE SENT VIA REGULAR MAIL DIRECTLY TO THE APPROVED APPLICANT BY THE BUREAU OF TEACHER PREPARATION AND CERTIFICATION IN APPROXIMATELY SIX TO EIGHT WEEKS.



**College of Education and Human Services
California University of Pennsylvania
Recommendation for Teacher Intern Certificate**

Background Information:

Name:		CWID:		
Address:		Telephone Number:		
City/State/Zip Code:				
College/University where I received my bachelor Degree:				
Date of Graduation:		Exact Name of Degree: <small>(BS in Chemistry or BA in Math)</small>		
Expected Date of Program Completion:		Program Enrolled in at Cal U:		
Area of Teacher Certification for which applying:				
Praxis Exams	Passed	Not Passed	Score	Date
PPST Reading				
PPST Writing				
PPST Mathematics				
Fundamental Subjects Content Knowledge			N/A	
Praxis II	Exam No.			
Praxis II Exam Name:				

I am a post-baccalaureate or graduate program certification student at California University of Pennsylvania. I am applying for Teacher Intern Certification on this date. I understand that Cal U may not give individualized instruction for required courses and is under no obligation to offer needed courses at special times or that are outside of the normal rotation of courses, which may be once every two years.

I also understand that the Teacher Intern Certificate is issued from the Pennsylvania Department of Education and is valid for three calendar years and is not renewable. I understand that if I do not complete all coursework in three calendar years, my Intern Certificate will expire and Cal U will be unable to endorse me for certification.

Student Signature

Date of Application

APPROVALS:

Department Chair/Designee Recommend Not Recommended

Dean or Designee Approved Not Approved