

## Request for Certification Placeholder Letter

You are requesting a letter stating that your program has been verified based on the following criteria:

- Successful completion of a minimum of 15 weeks of Student Teaching or required internship / practicum.
- Final evaluation forms submitted to the Director of Student Teaching or appropriate Program Director.
- Satisfactory or above rating on final PDE 430 form for Student Teachers.
- Final grades submitted to the Registrar.
- Completion of your Academic Program as verified by your Program Director or Advisor.
- Passing scores on all appropriate Praxis Tests.
- Application for PA Instructional Certification submitted to 214 Canevin Hall and signed by Certification Officer.

*Letters will be available when your final grades have been entered in Banner.*

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

PDE Certification Area: \_\_\_\_\_

Date of Program Completion \_\_\_\_\_

If you do not want this letter to be mailed, please indicate alternate delivery by checking below.

\_\_\_\_\_ I will pick the letter up in 214 Canevin Hall\*

\_\_\_\_\_ Please fax the letter \_\_\_\_\_.

Fax Number

\*Please note, if you indicate that you will pick up the letter, it will be held for one week. If not picked up by that date, it will be mailed.