

June 9, 2008

Application Process

All documents are available under Forms at:

<http://webgui.phila.k12.pa.us/offices/e/ee/resources/information-center>

All Documents will need to be mailed to:

School District of Philadelphia

Teacher Welcome Center – 111

440 N. Broad Street

Philadelphia, PA 19130

Certified Teachers new to the District

Please submit a **copy** of the following documents along with your **Standard Application for Teaching Positions in Pennsylvania Public Schools:**

- PA Criminal Background Check (On-line at <https://epatch.state.pa.us/>)
- PA Child Abuse Background Check (If you have not received them back from the state to date, please submit copies of the money orders you sent)
- 2 References or 2 Letters of Recommendation
- FBI Clearance Check <http://www.pa.cogentid.com>
- Copy of your Certification or a “Program Completion” letter from your college/university stating that you have successfully met all the requirements for certification and are being recommended to the PA Department of Education for Certification. You are able to apply 30 days before your actual graduation date.
- Completed PA Physical Form (not required at time of application; needed at time of processing)
- Salary credit will be given for prior verified full time teaching experience and education level. If you have a Master’s degree, please submit official transcripts

Teachers with a PA Intern Certificate

- Please submit a **copy** of the following documents along with your **Standard**

Application for Teaching Positions in Pennsylvania Public Schools:

- PA Criminal Background Check (On-line at <https://epatch.state.pa.us/>)
- PA Child Abuse Background Check (If you have not received them back from the state to date, please submit copies of the money orders you sent)
- 2 References or 2 Letters of Recommendation
- FBI Clearance Check <http://www.pa.cogentid.com>
- A letter of Eligibility for the PA Intern certificate from your college/university stating that upon offer of employment you will be eligible for the PA Intern certificate.
- Completed PA Physical Form (not required at time of application; needed at time of processing)

Teachers with Out of State Certification

Please submit a **copy** of the following documents along with your **Standard Application for Teaching Positions in Pennsylvania Public Schools:**

- PA Criminal Background Check (On-line at <https://epatch.state.pa.us/>)
- PA Child Abuse Background Check (If you have not received them back from the state to date, please submit copies of the money orders you sent)

- 2 References or 2 Letters of Recommendation
- FBI Clearance Check <http://www.pa.cogentid.com>
- Copy of your Out-of-State Certification.
- Contact PA Department of Education, Bureau of Teacher Certification and Preparation at www.pde.state.pa.us or (717) 787-3356 or email questions to rateachercert@state.pa.us to find out about the reciprocity agreement.
- You may be required to take the Praxis exam. For more information about this exam contact Education Testing Services (ETS) at 800-772-9476 or www.ets.org
- If you have an Out-of-State certification in a high need subject area (Special Ed, Math, Physics, Chemistry and Spanish) may be eligible for an emergency certification. Please contact our Office of Certification at 215-400-4670.
- Completed PA Physical Form (not required at time of application; needed at time of processing)