

**Outlined below you will find information  
corresponding to the Guest Teacher  
Training Program. Please review carefully.**

**PA STANDARD TEACHING APPLICATION**

- This is a general application for teaching positions in Pennsylvania. You may leave any areas that do not apply to you blank.
- You do not have to complete the essay portion of the application.

**REGISTRATION FEE OF \$50, PAYABLE TO IU 13.**

**TWO REFERENCE FORMS**

- You should send the reference forms to two individuals who have seen you interact with children or can speak to your dependability and reliability. Your references should return the form **directly to IU 13**, at the fax number or address given on the form.

**The PA STANDARD TEACHING APPLICATION, \$50.00 REGISTRATION FEE  
and the TWO COMPLETED REFERENCE FORMS must be submitted to IU 13  
by the deadline to register you for the training.**

*(Registration is on a first-come first-serve basis with limited space.)*

**Once these items are received, you will receive an invitation to an  
interview before the training session.**

**PDE FORM 338G (GENERAL APPLICATION FOR PENNSYLVANIA CERTIFICATE)**

- Complete sections I, II and IV through VI of the form.
- A physician **MUST** complete section III.
- Sign and date the form once completed.
- **NO MONEY ORDER IS REQUIRED**, unless:
  1. You are not a U.S. citizen, OR
  2. You answered “Unfounded”, “Indicated”, “Founded” or “Yes” to questions in Section IV.
- **DO NOT SEND TO THE PENNSYLVANIA DEPARTMENT OF EDUCATION.** Return the completed form (and any additional documentation, if required) to IU 13

**OFFICIAL TRANSCRIPTS**

- Official transcripts from the college or university that issued the Bachelor Degree are required. They **MUST** be in a **SEALED** envelope. Please have transcripts mailed to you (NOT IU 13). **DO NOT OPEN** the transcripts.
- If you are a foreign educated applicant, contact PA Department of Education Bureau of Certification for additional requirements. E-mail: ra-teachercert@state.pa.us or phone: 717-787-3356

**☐ EMPLOYMENT ELIGIBILITY VERIFICATION – I-9 FORM**

- Complete Section 1 of the form.
- Review the list of acceptable identification (available on the IU 13 website) for the Employment Eligibility Form, and bring the appropriate ID to the training session.

**☐ SCHOOL PERSONNEL HEALTH RECORD AND TUBERCULOSIS TEST**

- The physical must be within one year old of when you intend to begin substitute teaching. The Tuberculosis test must be within 3 months old of when you intend to begin substitute teaching.
- If you received a physical within the last year (prior to having this form), we will accept the physical; however it must be transferred to the School Personnel Health Record.
- If you received a TB test recently, but more than 3 months ago, we can also accept a doctor's note (on the practice letterhead) saying another test is not medically necessary at this time.
- If you do not have record of your immunization history, but know you received the vaccinations as a child, you can simply write "Received Childhood Immunizations" in that section.
- Be sure complete all sections of the form. Your doctor needs to sign and date the form; you also need to sign and date.

**☐ PA CHILD ABUSE HISTORY CLEARANCE – ACT 151**

- The PA Child Abuse History Clearance must be within one year old of the date you intend to begin substitute teaching. An IU representative must view the original clearance. A copy will be made for your file and the original returned to you.
- A link to the form is provided on the IU 13 website. You can also access the form online at <http://www.dpw.state.pa.us/Resources/Documents/Pdf/FillInForms/DPWchildabuse.pdf> One \$10.00 money order is required (payable to: Department of Public Welfare).
- The processing of this clearance can take 2 – 4 weeks

**☐ PA STATE CRIMINAL CHECK CLEARANCE – ACT 34**

- The PA State Criminal Check must be within one year old of the date you intend to begin substitute teaching. An IU representative must view the original. A copy will be made for your file & the original returned to you.
- You may apply for the PA State Criminal Check online at <http://epatch.state.pa.us> OR by sending the completed form through the mail. Directions can be found on the IU 13 website. The cost is \$10.00
- The processing of this clearance can take 2 – 4 weeks.

**☐ FBI FEDERAL CRIMINAL HISTORY RECORD CHECK**

- The FBI Federal Criminal Check must be within one year old of the date you intend to begin substitute teaching.
- You will need to register for fingerprinting through [www.pa.cogentid.com](http://www.pa.cogentid.com) or by calling 1-888-439-2486 prior to visiting a fingerprint center. You may also review the local fingerprint centers in your

area on this website. \*Be sure to choose “PA Dept of Education” when registering. There is a minimum \$36 fee to complete the fingerprinting process.

- You need only to supply your Registration ID number to the IU representative, who will then access the report online. Remember to request a receipt at the fingerprint center at the time the fingerprinting is done. This will have your Registration ID number, and **you will need to give the Registration ID number to the IU representative!**
- Please have your fingerprinting done prior to attending the training session.

**DOCUMENTATION OF EMPLOYEE STATUS FOR ACT 29 OF 1994**

- This form is available on the IU 13 website.

**PSERS INFORMATION FORM**

- This form is asking if you are CURRENTLY receiving any retirement benefits from the Pennsylvania School Employee’s Retirement System.

**CLASSROOM OBSERVATION FORM**

- A 2-3 hour classroom observation must be completed. Contact information for the participating school districts will be provided at the training.
- The classroom observation will be waived for those participants holding a teaching certification. Participants will be required to provide a copy of the teaching certificate from the issuing state.

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*Helpful information:*

*Please review your documents to ensure they are signed/dated where necessary and accurately completed.*

*You are responsible for any fees associated with obtaining the clearances, physical, and Tuberculosis test.*

*The 3 clearances (PA Criminal check, PA Child Abuse History, and FBI Check), and the physical must be **within one year old of when you intend to begin substituting.** The Tuberculosis test must be **within 3 months old of when you intend to begin substituting.** Plan accordingly!*

*Both the School Personnel Health Record and the PDE 338G form require a doctor’s signature. It would be wise to take both forms with you at the time you have your physical done.*

*Do not send any information to the Pennsylvania Department of Education (PDE). All completed documents and clearances must come to the IU 13, and we will send your file to PDE for approval.*