

Certification Information - Instructional II Certification in Pennsylvania

A Level I (provisional) certificate must be converted to a Level II (permanent) certificate by the end of its validity period in order for an individual to remain entitled to perform the professional duties for which a certificate was issued. For most new employees, the validity period is six years of service in Pennsylvania Public School District(s). **In order to convert to a Level II certificate, the following requirements must be met:**

Educational Requirements

Educators holding a Level I certificate, who were awarded their initial baccalaureate degree after October 1, 1963, must provide evidence of 24 semester hour post-baccalaureate credits to meet the education requirements for conversion to a Level II certificate. More details regarding this requirement can be found at the [Pennsylvania Department of Education Website \(CSPG 7\)](#).

Service Requirements

Educators must complete three years of satisfactory service on a Level I certificate in order to convert to a Level II. See the [Pennsylvania Department of Education Website \(CSPG 7\)](#) for details on whether service completed outside a Pennsylvania Public School can count towards this requirement. Service time as a long term substitute will be counted towards Level II service time if the assignment is for 45 or more days in a single assignment.

Upon completion of these requirements, the employee must complete a Level II application and submit it to the Pennsylvania Department of Education.

An Instructional Level I certificate will lapse if an educator does not complete all educational requirements and convert to a Level II certificate within six years of service time. All Instructional Level I certificates held by an educator will simultaneously lapse. **Educators may not continue to teach on lapsed certificates.**

Employees are encouraged to contact wkraft@avongrove.org with any questions they may have about their certificate. **It is the employee's responsibility to make sure that his/her certificate is active and that any requirements to keep it active are met.**

I have read and understood the above.

Signature: _____

Printed Name: _____

Date: _____