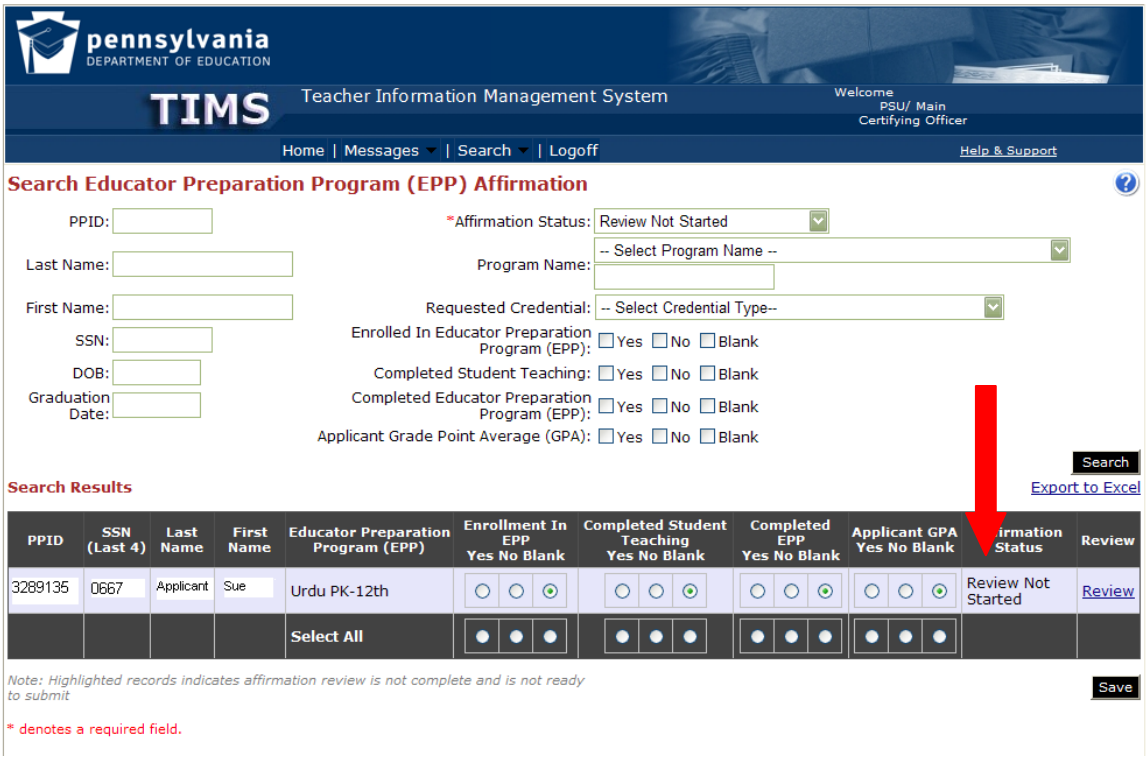
3. Working with Affirmations

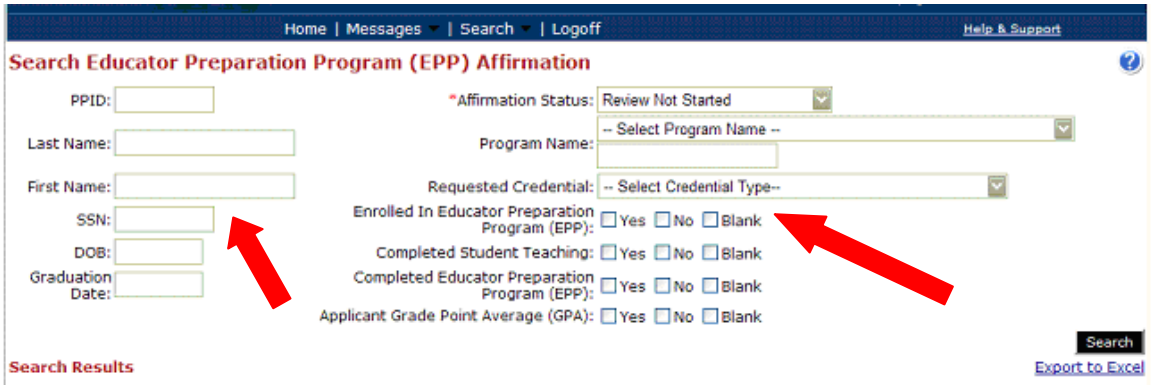
3.1 Working with New Affirmations

To view all applications for which the Review has not yet been started, click on the underscored number next to “Review Not Started”.

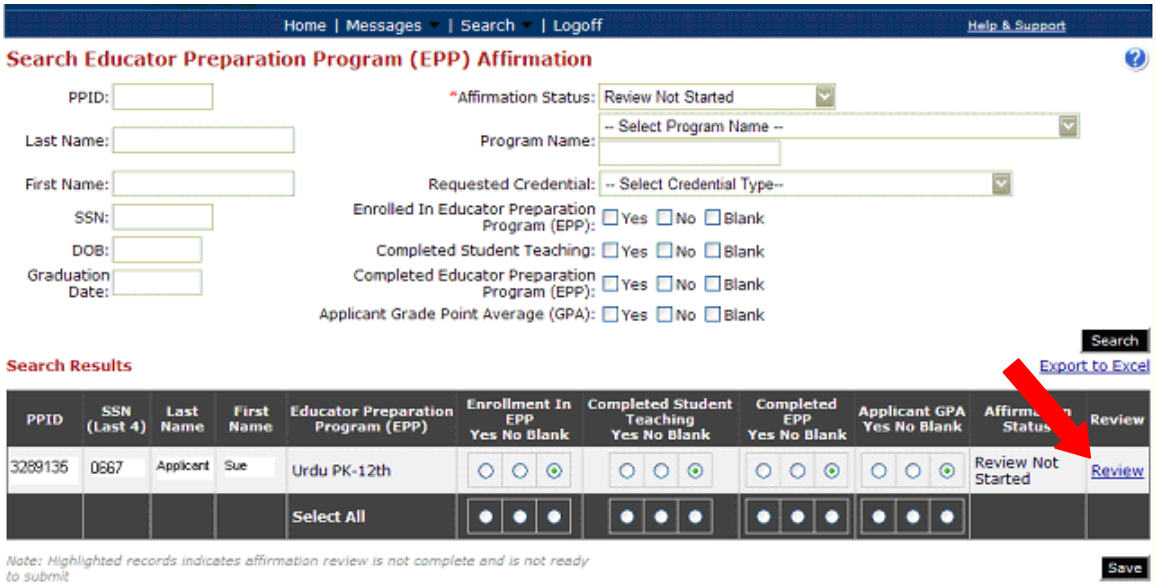
All the applications in this category will be returned.



Note that you may refine your search within this status by using the search criteria at the top of the page.



To begin your review, click on the underscored "Review" next to any application.

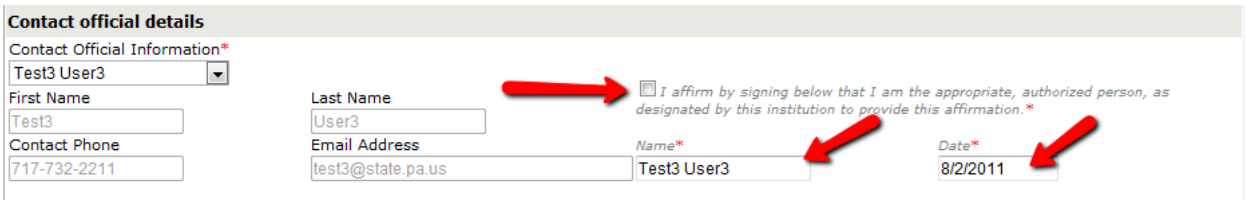


The next screen shows information pertinent to the Applicant at the top of the screen.

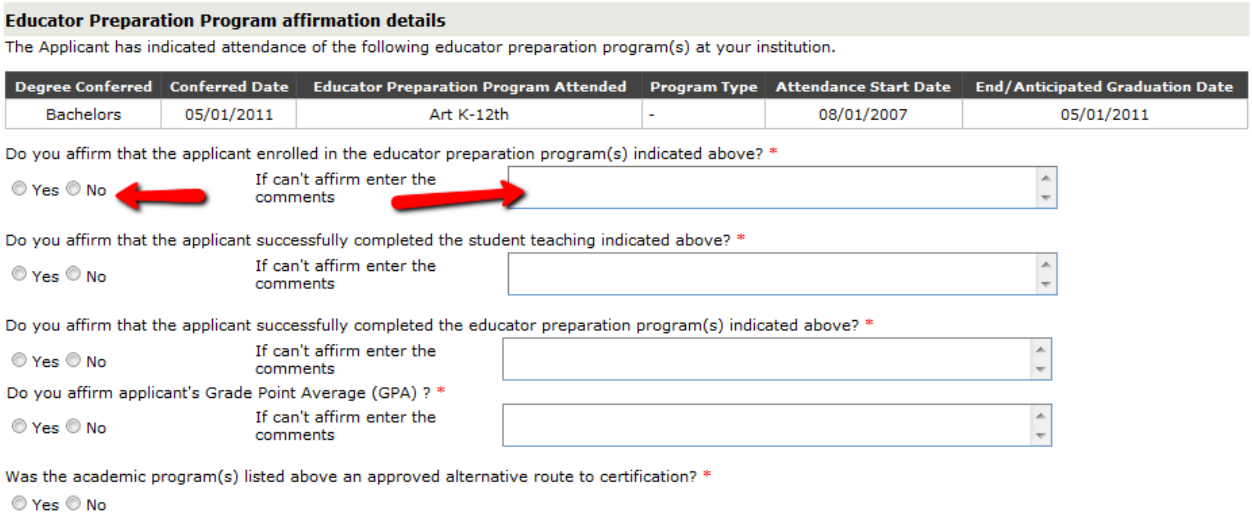
You are then asked to choose your name from the drop down menu next to “Select Contact Official”.

When you choose your name, most of the information below is then populated for you.

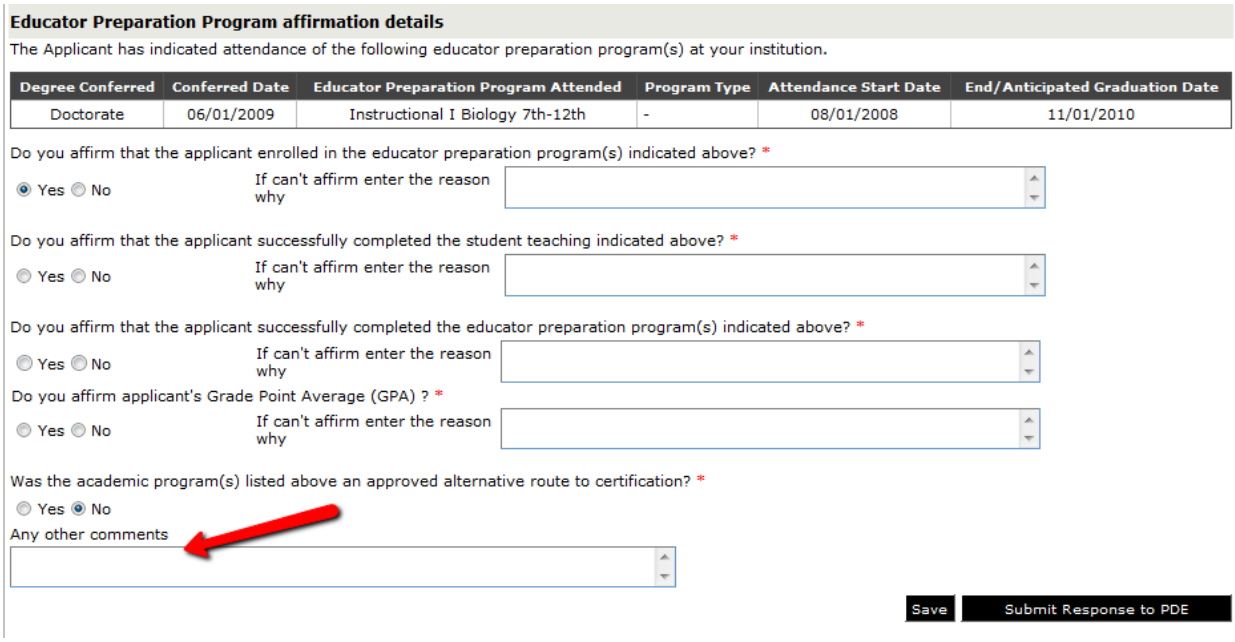
However, you must click on the box next to the affirmation statement and type in your name and the date indicating your affirmation before proceeding.



You will then be asked to respond to a series of questions with “Yes” or “No” affirming the information submitted on the application. If the response is “No”, you are asked to explain why.



Note that you may add additional comments if desired.



Educator Preparation Program affirmation details

The Applicant has indicated attendance of the following educator preparation program(s) at your institution.

Degree Conferred	Conferred Date	Educator Preparation Program Attended	Program Type	Attendance Start Date	End/Anticipated Graduation Date
Doctorate	06/01/2009	Instructional I Biology 7th-12th	-	08/01/2008	11/01/2010

Do you affirm that the applicant enrolled in the educator preparation program(s) indicated above? *

Yes No — If can't affirm enter the reason why

Do you affirm that the applicant successfully completed the student teaching indicated above? *

Yes No — If can't affirm enter the reason why

Do you affirm that the applicant successfully completed the educator preparation program(s) indicated above? *

Yes No — If can't affirm enter the reason why

Do you affirm applicant's Grade Point Average (GPA) ? *

Yes No — If can't affirm enter the reason why

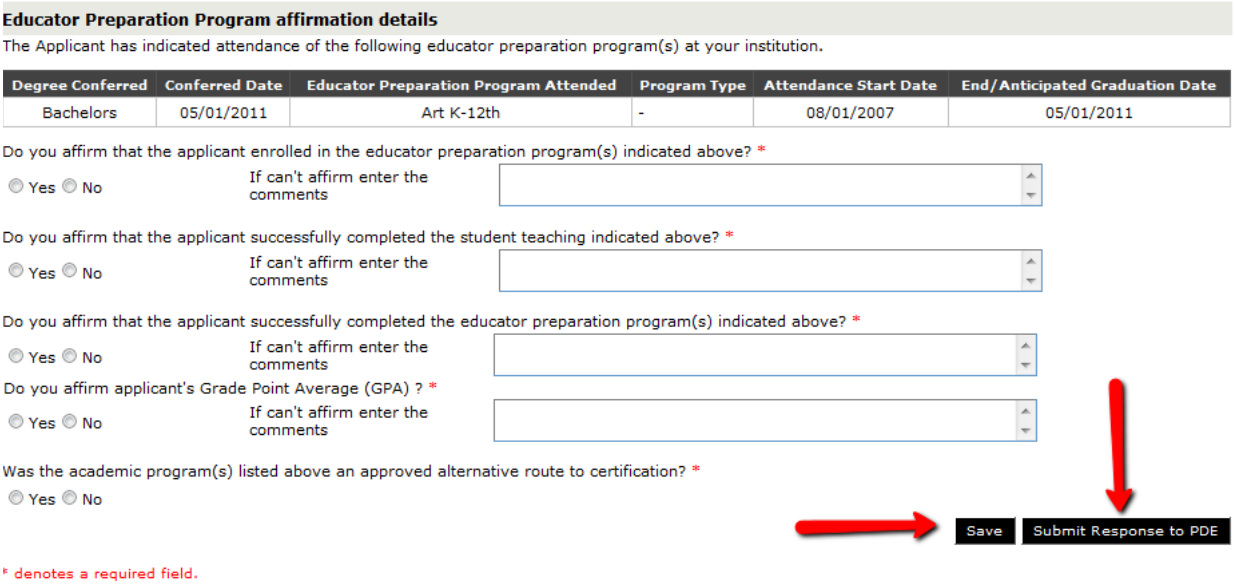
Was the academic program(s) listed above an approved alternative route to certification? *

Yes No

Any other comments

Save | Submit Response to PDE

You may save your work at any time. When finished click on "Submit Response to PDE".



Educator Preparation Program affirmation details

The Applicant has indicated attendance of the following educator preparation program(s) at your institution.

Degree Conferred	Conferred Date	Educator Preparation Program Attended	Program Type	Attendance Start Date	End/Anticipated Graduation Date
Bachelors	05/01/2011	Art K-12th	-	08/01/2007	05/01/2011

Do you affirm that the applicant enrolled in the educator preparation program(s) indicated above? *

Yes No — If can't affirm enter the comments

Do you affirm that the applicant successfully completed the student teaching indicated above? *

Yes No — If can't affirm enter the comments

Do you affirm that the applicant successfully completed the educator preparation program(s) indicated above? *

Yes No — If can't affirm enter the comments

Do you affirm applicant's Grade Point Average (GPA) ? *

Yes No — If can't affirm enter the comments

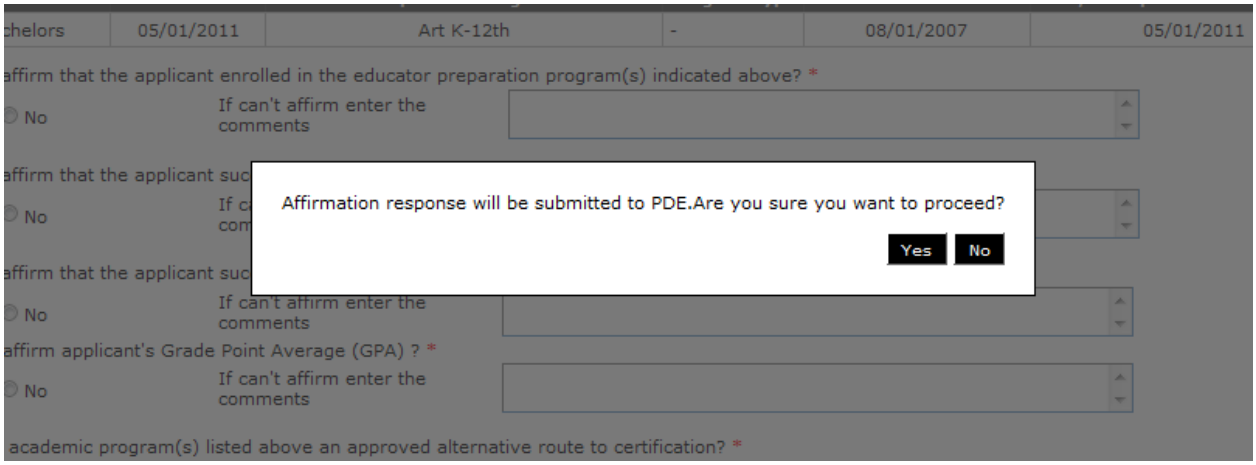
Was the academic program(s) listed above an approved alternative route to certification? *

Yes No

Save | Submit Response to PDE

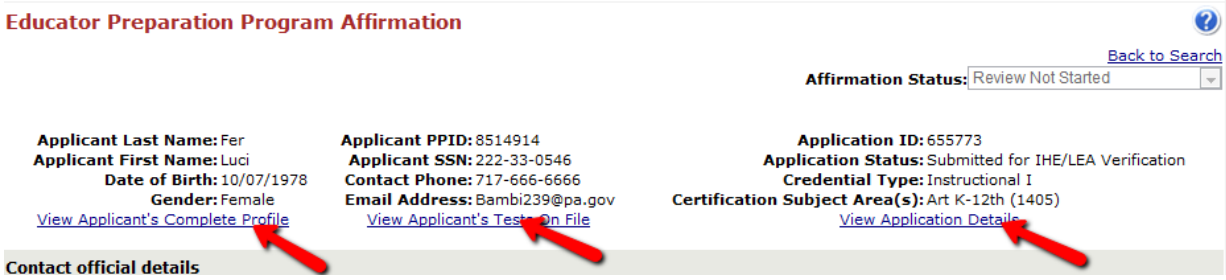
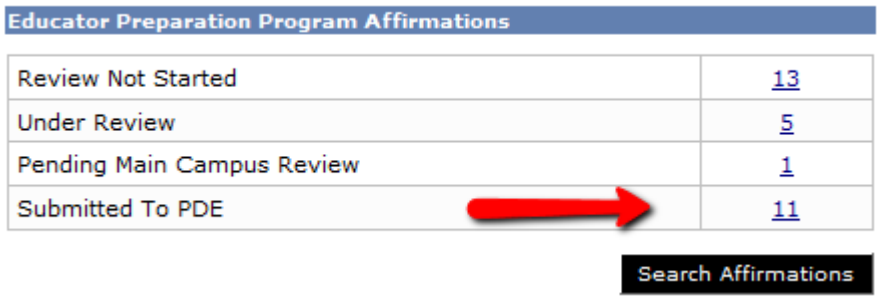
* denotes a required field.

You will receive a confirmation message.



Click "Yes" or "No". If you click "Yes" the application will be forwarded to PDE. If you click "No" you will be redirected back to the Affirmation screen.

Note that you may view the Applicant's Profile, the Applicant's Tests on File, and/or the Applicant's Details at any time by clicking on the hyperlinks at the top of the page. Please note that if you click on these links, a new window will open allowing you to view the information. Once finished, you will be unable to click on the Browser "Back" button to return. You will be required to close the window.



Once an Application has been submitted to PDE, you may view it my clicking on the underscored number next to "Submitted to PDE" from the Home Screen.