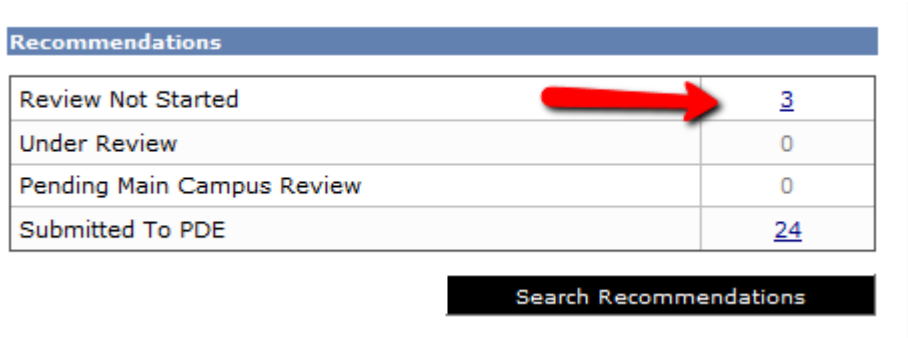
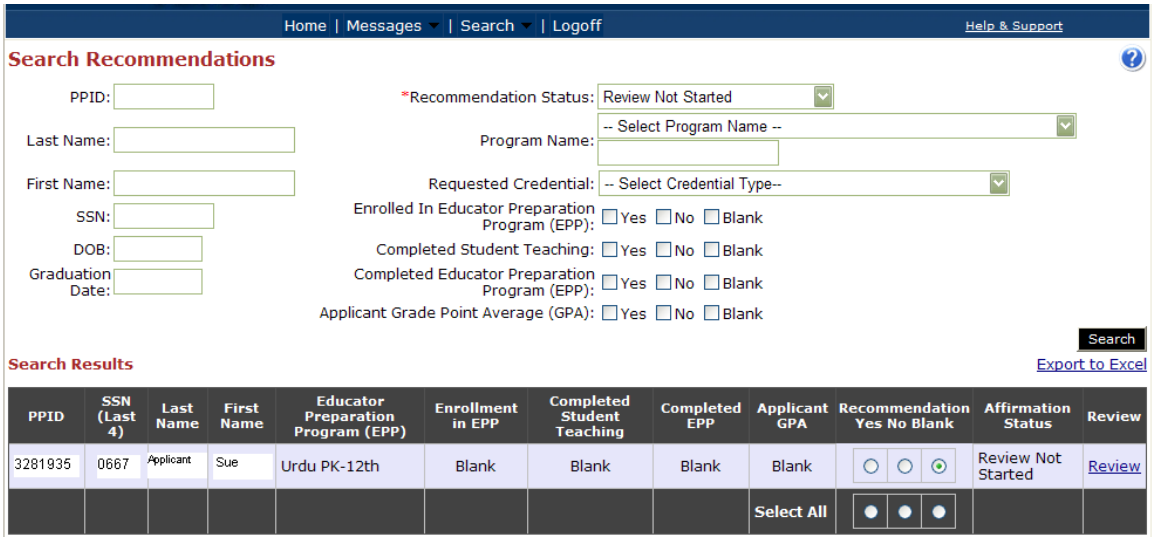
4. Recommendations

4.1 Working with New Recommendations

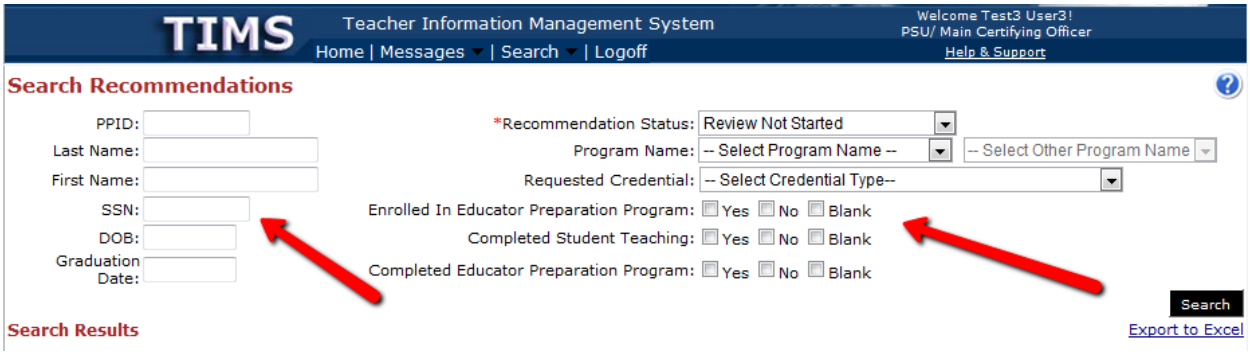
To view all applications for which the Recommendations Review has not yet been started, click on the underscored number next to "Review Not Started".



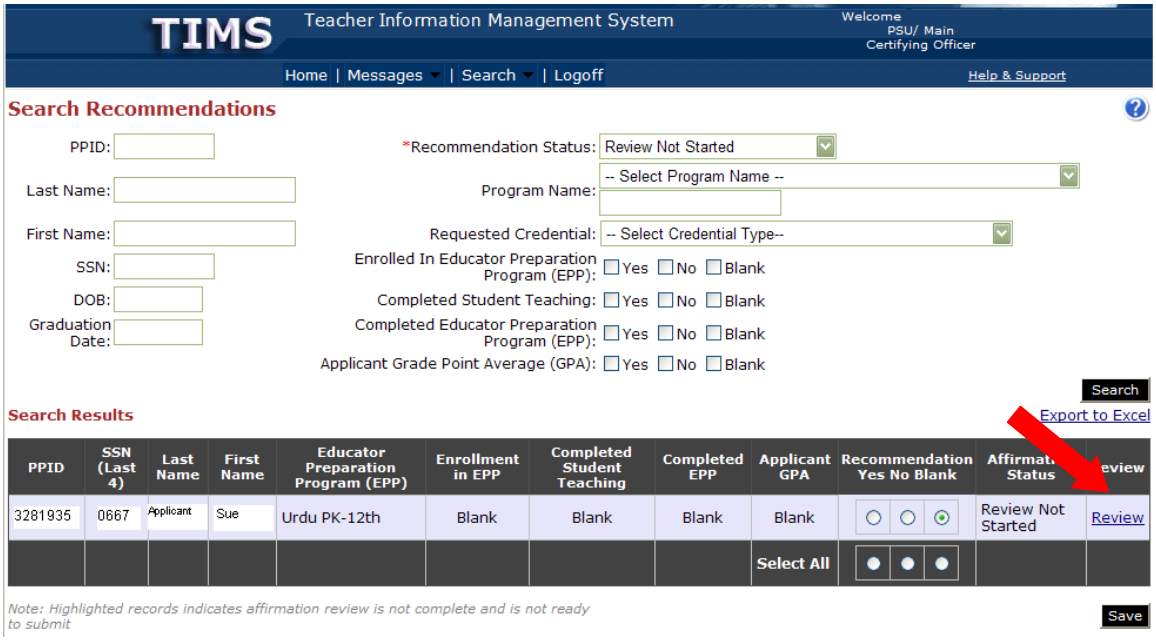
All the applications in this category will be returned.



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.

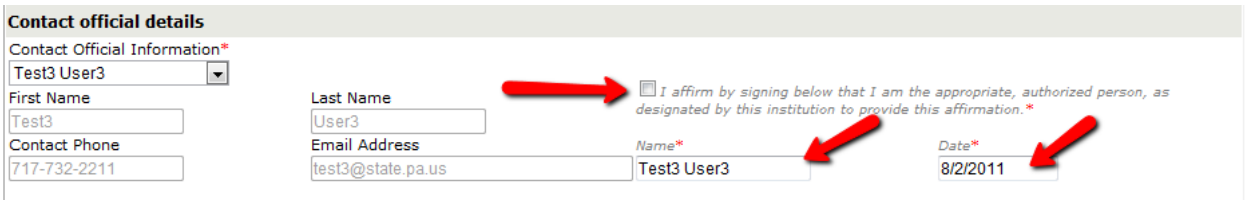


The next screen shows information pertinent to the Applicant at the top of the screen.

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.

Recommendation Details

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

Degree Conferred	Conferred Date	Educator Preparation Program Attended	Program Type	Attendance Start Date	End/Anticipated Graduation Date
Bachelors	06/01/2006	Instructional I Special Education K-12th	-	09/01/2003	09/01/2006

Do you **Recomme this Applicant For Teaching** the requested subject area(s)? *

Yes No

If can't recommend enter the reason why

Do you affirm that the candidate is known and regarded by the preparing institution as a person of **Good Moral Character** who possesses the personal qualities and professional knowledge and skill which warrant issuance of the requested certificate? *

Yes No

If can't recommend enter the reason why

Do you affirm that the applicant has achieved at least a **Satisfactory Rating on the PDE 430**, PA Statewide Evaluation Form for Student Professional Knowledge and Practice ? *

Yes No

If can't affirm enter the reason why

* Answer **one** of the following questions:

Do you affirm that the applicant has been formally admitted to and is pursuing an **Approved Intern Program** to qualify for a certificate in the Subject Area(s) or Field(s) listed above?

Yes No

If can't affirm enter the rason why

Do you affirm that the applicant has **Completed an Approved Program** (PA Code §49.68) and has successfully demonstrated competencies to qualify for a certificate in the Subject Area(s) or Field(s) listed above.

Yes No

If can't affirm enter the reason why

Any other comments

Note that you may add additional comments if desired.

Recommendation Details

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

Degree Conferred	Conferred Date	Educator Preparation Program Attended	Program Type	Attendance Start Date	End/Anticipated Graduation Date
Bachelors	06/01/2006	Instructional I Special Education K-12th	-	09/01/2003	09/01/2006

Do you **Recommend this Applicant For Teaching** in the requested subject area(s)? *

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

Do you affirm that the candidate is known and regarded by the preparing institution as a person of **Good Moral Character** who possesses the personal qualities and professional knowledge and skill which warrant issuance of the requested certificate? *

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

Do you affirm that the applicant has achieved at least a **Satisfactory Rating on the PDE 430**, PA Statewide Evaluation Form for Student Professional Knowledge and Practice ? *

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

* Answer **one** of the following questions:

Do you affirm that the applicant has been formally admitted to and is pursuing an **Approved Intern Program** to qualify for a certificate in the Subject Area(s) or Field(s) listed above?

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

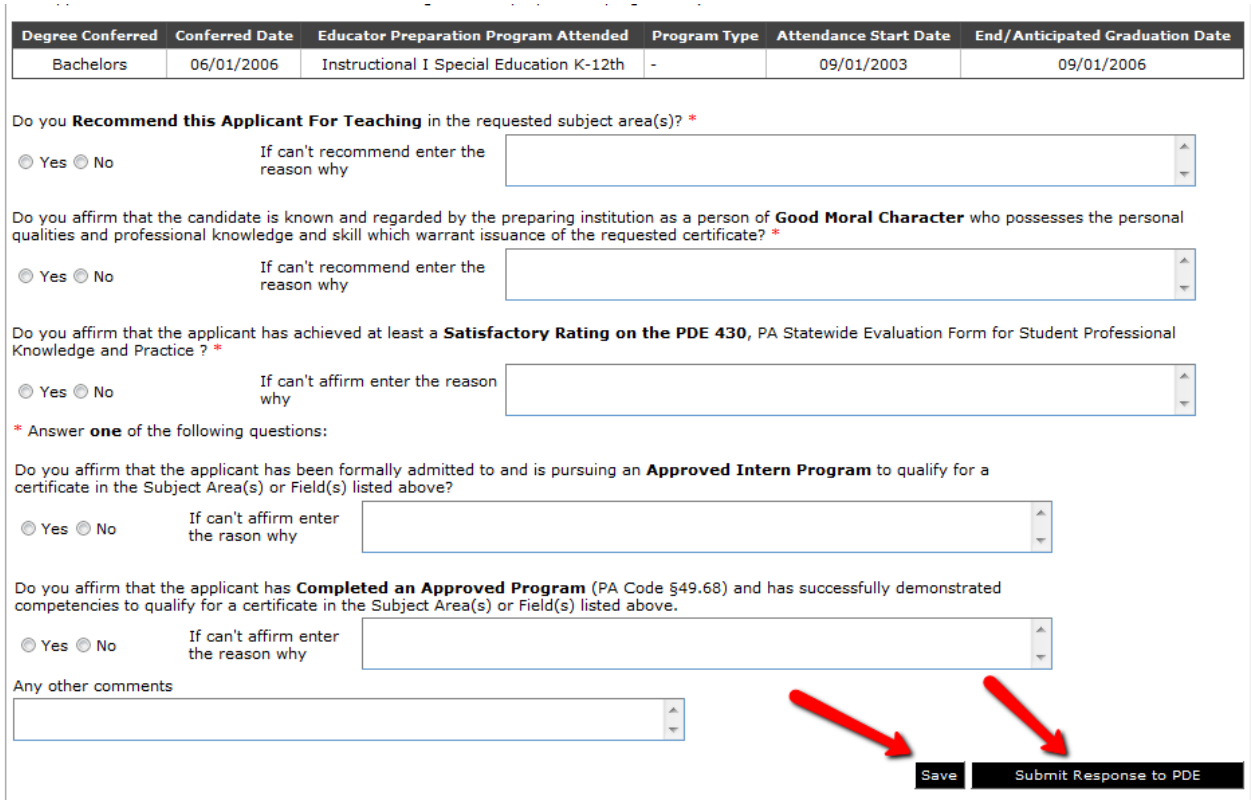
Do you affirm that the applicant has **Completed an Approved Program** (PA Code §49.68) and has successfully demonstrated competencies to qualify for a certificate in the Subject Area(s) or Field(s) listed above.

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

Any other comments

Save | Submit Response to PDE

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



Degree Conferred	Conferred Date	Educator Preparation Program Attended	Program Type	Attendance Start Date	End/Anticipated Graduation Date
Bachelors	06/01/2006	Instructional I Special Education K-12th	-	09/01/2003	09/01/2006

Do you **Recommend this Applicant For Teaching** in the requested subject area(s)? *

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

Do you affirm that the candidate is known and regarded by the preparing institution as a person of **Good Moral Character** who possesses the personal qualities and professional knowledge and skill which warrant issuance of the requested certificate? *

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

Do you affirm that the applicant has achieved at least a **Satisfactory Rating on the PDE 430**, PA Statewide Evaluation Form for Student Professional Knowledge and Practice ? *

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

* Answer **one** of the following questions:

Do you affirm that the applicant has been formally admitted to and is pursuing an **Approved Intern Program** to qualify for a certificate in the Subject Area(s) or Field(s) listed above?

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

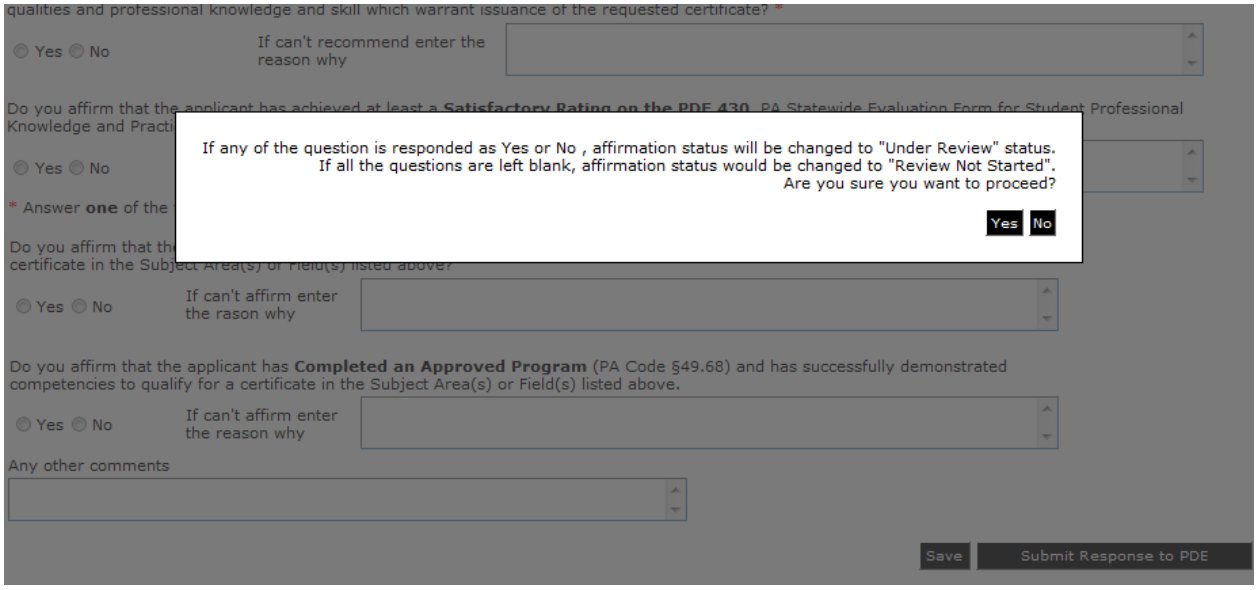
Do you affirm that the applicant has **Completed an Approved Program** (PA Code §49.68) and has successfully demonstrated competencies to qualify for a certificate in the Subject Area(s) or Field(s) listed above.

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

Any other comments

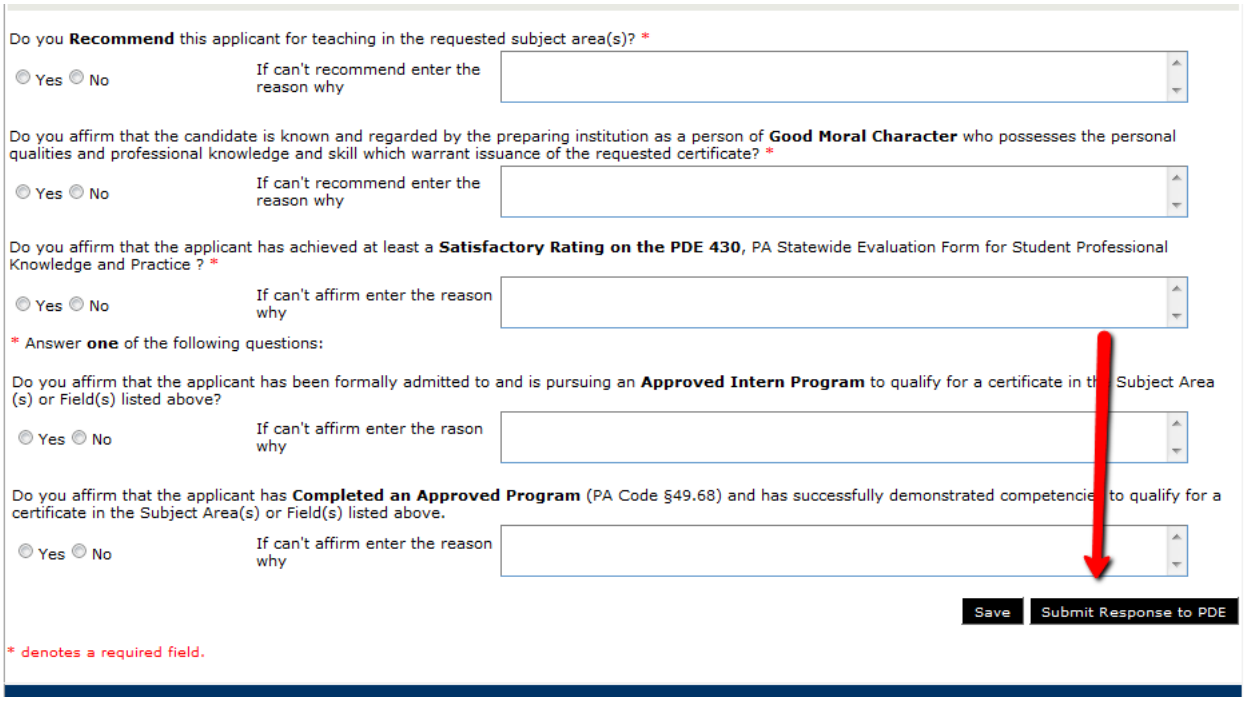
Save | Submit Response to PDE

If you begin review of an application and choose to “Save” before finishing, you will see the following:



Click either “Yes” or “No”.

When finished with your review, click on “Submit the Response to PDE”.


Do you **Recommend** this applicant for teaching in the requested subject area(s)? *

Yes No

If can't recommend enter the reason why

Do you affirm that the candidate is known and regarded by the preparing institution as a person of **Good Moral Character** who possesses the personal qualities and professional knowledge and skill which warrant issuance of the requested certificate? *

Yes No

If can't recommend enter the reason why

Do you affirm that the applicant has achieved at least a **Satisfactory Rating on the PDE 430**, PA Statewide Evaluation Form for Student Professional Knowledge and Practice ? *

Yes No

If can't affirm enter the reason why

* Answer **one** of the following questions:

Do you affirm that the applicant has been formally admitted to and is pursuing an **Approved Intern Program** to qualify for a certificate in the Subject Area (s) or Field(s) listed above?

Yes No

If can't affirm enter the rason why

Do you affirm that the applicant has **Completed an Approved Program** (PA Code §49.68) and has successfully demonstrated competencies to qualify for a certificate in the Subject Area(s) or Field(s) listed above.

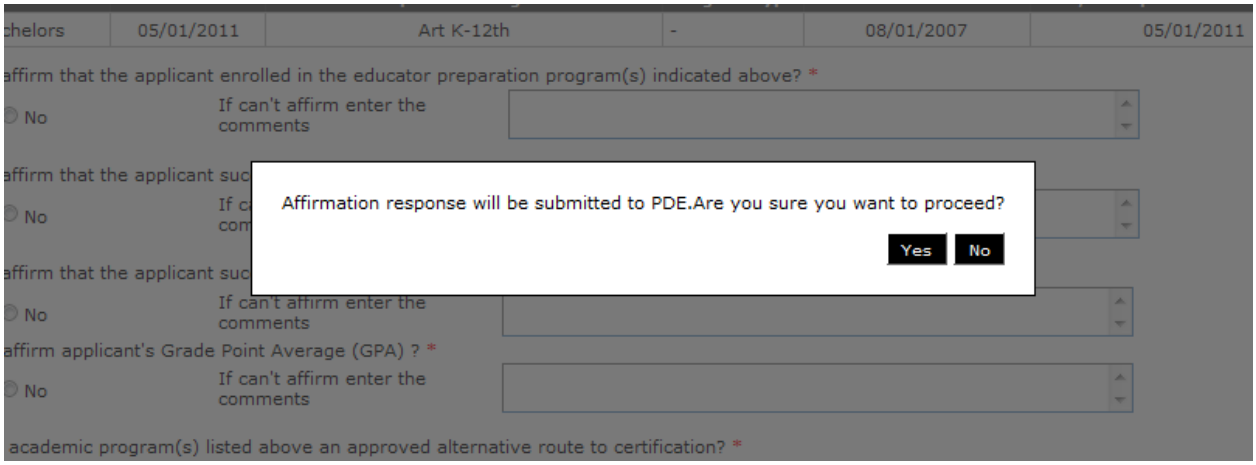
Yes No

If can't affirm enter the reason why

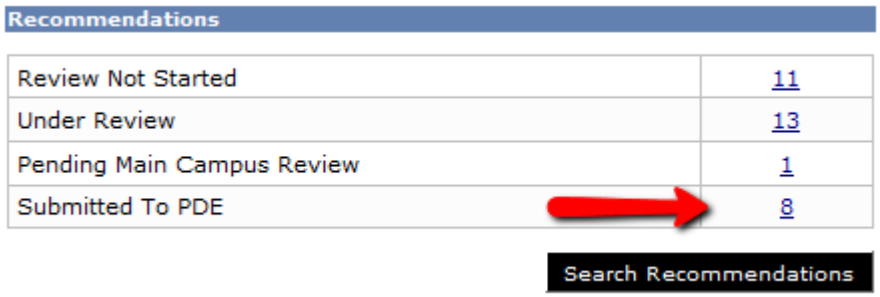
Save Submit Response to PDE

* 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.