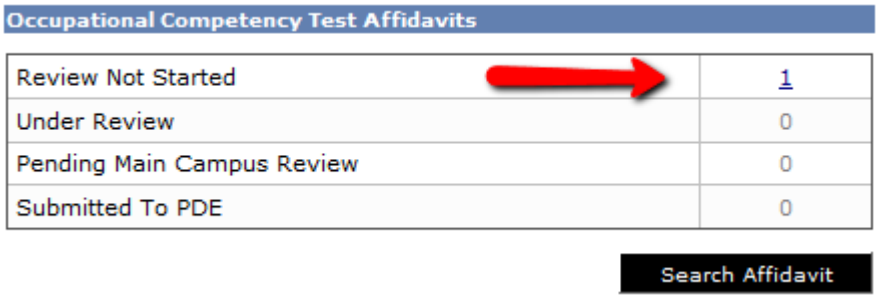
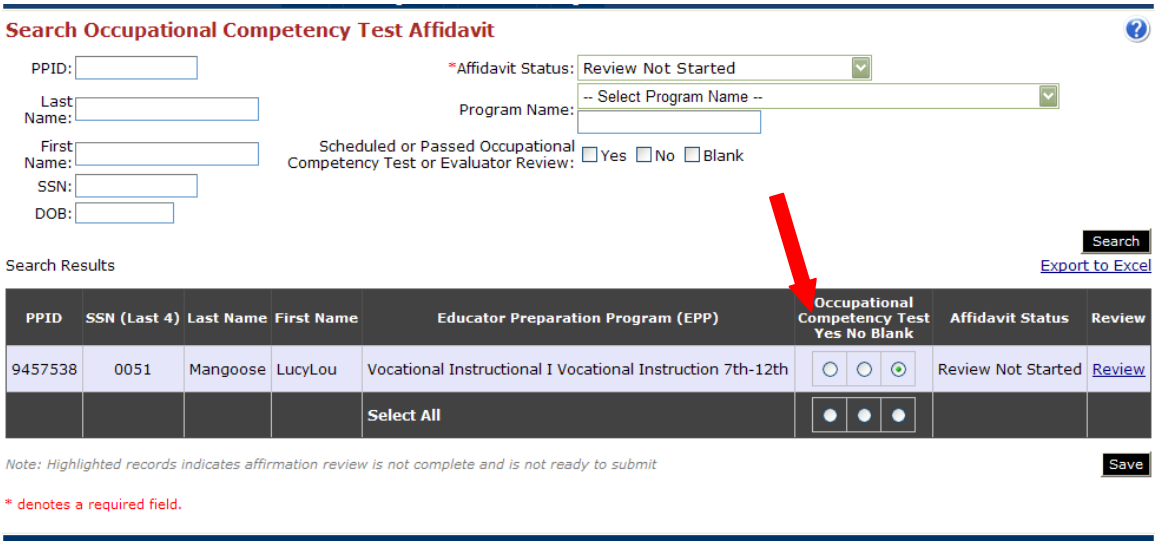
5. Affidavits

5.1 Working with New Occupational Competency Test Affidavits

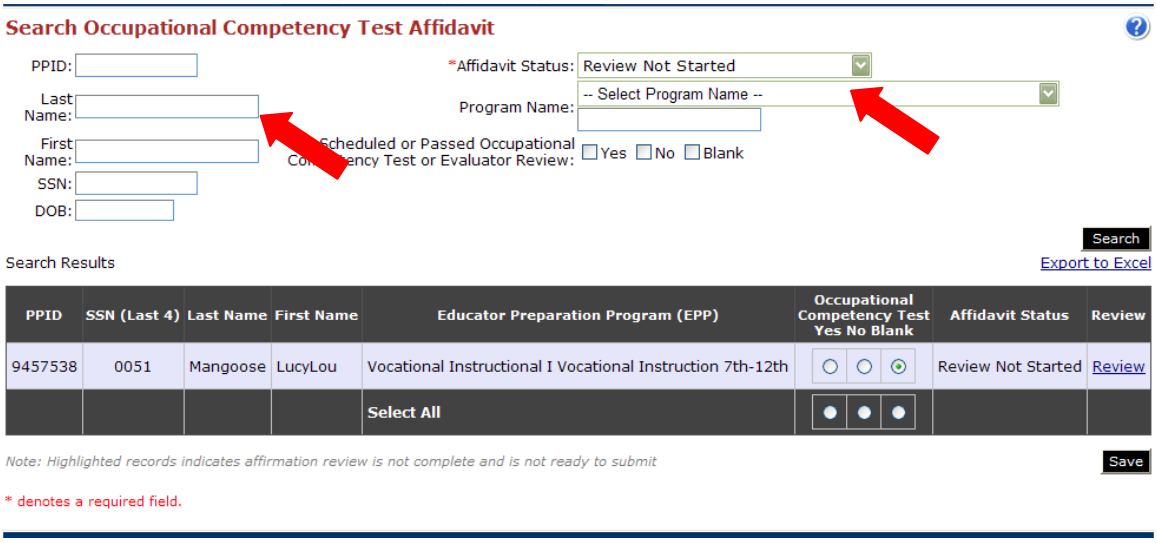
To view all applications for which the Occupational Competency Test Affidavits Review has not yet been started, click on the underscored number next to "Review Not Started".



All the applications in this category will be returned.



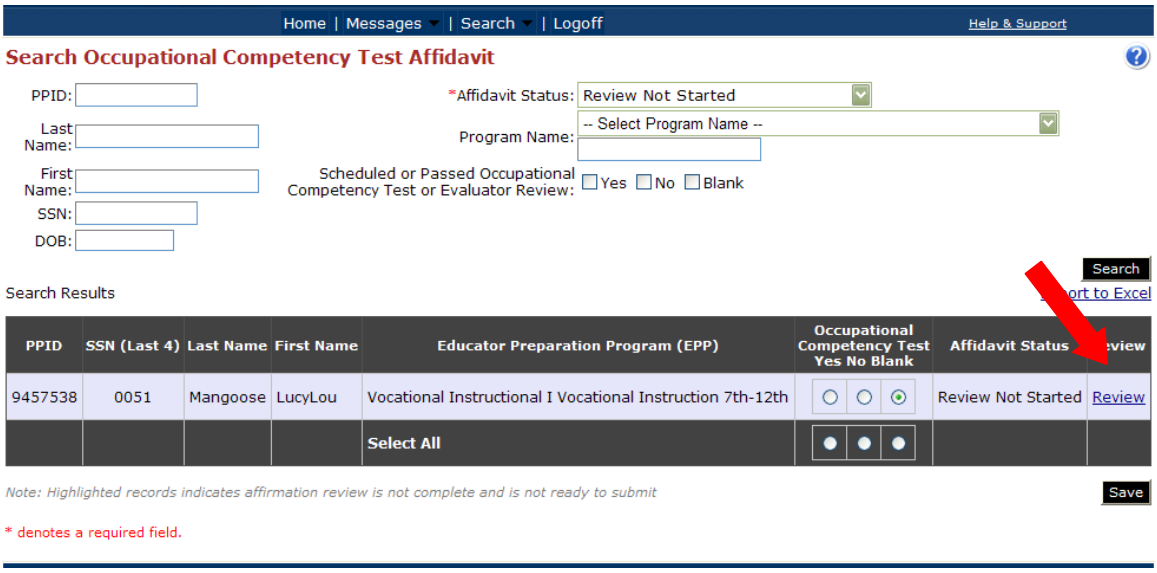
Note that you may refine your search within this status by using the search criteria at the top of the page.



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

OR

If you have multiple applicants on the screen you may answer the Occupational Competency Test question using the "Select All" radio buttons at the bottom of the list and then saving the response. Using the multiple applicant processing option changes all applications from "Review Not Started" to "Under Review" status as advised with a confirmation question that appears when you select the SAVE button.

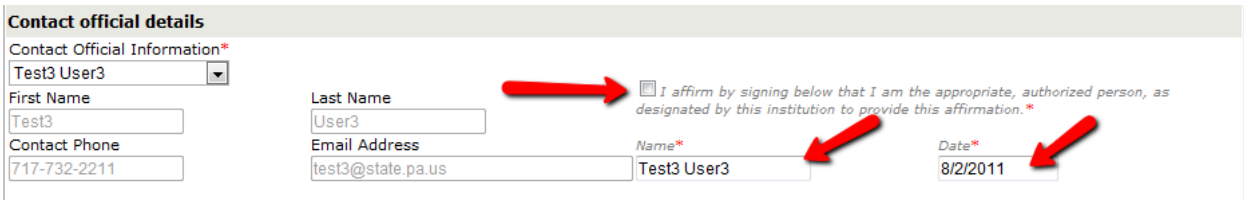


The next screen shows information pertinent to the Applicant at the top of the screen.

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

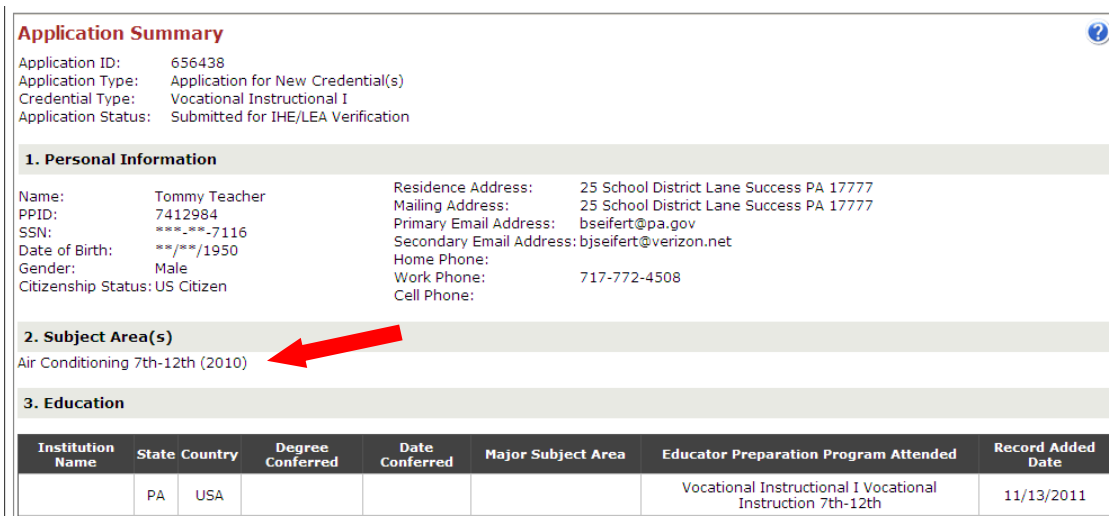
When you choose your name, most of the information below is then populated for you.

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.

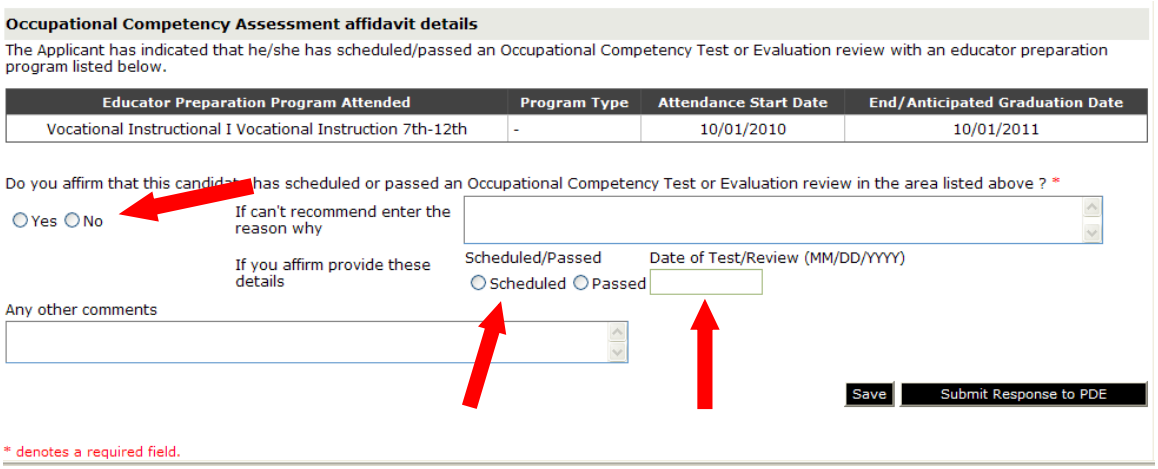


You will then be asked to respond to question(s) with "Yes" or "No" affirming the information submitted on the application. If the response is "No", you are asked to explain why. Currently, to verify the subject area to which you are attesting, you must select "View Application Details."

The application details identify the subject area.



Complete the affidavit for the subject area displayed on the application which is being reviewed. Indicate whether the occupational competency assessment has been scheduled or passed as well as the date for which it was scheduled or passed.



Note that you may add additional comments if desired.

Occupational Competency Assessment affidavit details

The Applicant has indicated that he/she has scheduled/passed an Occupational Competency Test or Evaluation review with an educator preparation program listed below.

Educator Preparation Program Attended	Program Type	Attendance Start Date	End/Anticipated Graduation Date
Vocational Instructional I Vocational Instruction 7th-12th	-	10/01/2010	10/01/2011

Do you affirm that this candidate has scheduled or passed an Occupational Competency Test or Evaluation review in the area listed above ? *

○ Yes ○ No

If can't recommend enter the reason why

If you affirm provide these details

Scheduled/Passed ○ Scheduled ○ Passed

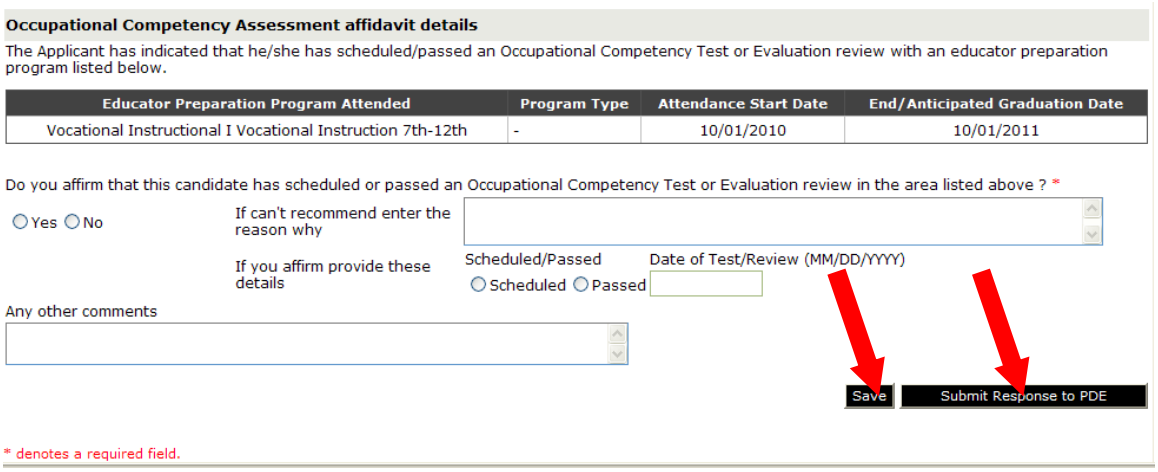
Date of Test/Review (MM/DD/YYYY)

Any other comments

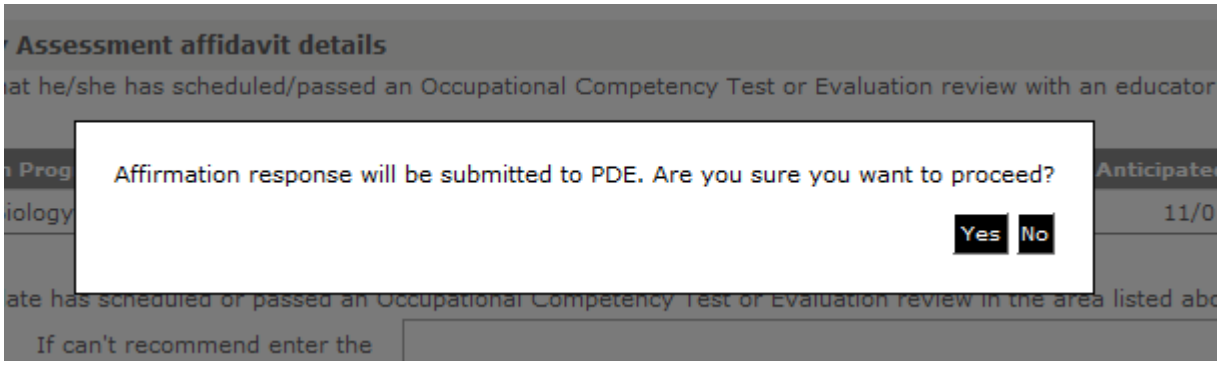
Save | Submit Response to PDE

* denotes a required field.

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

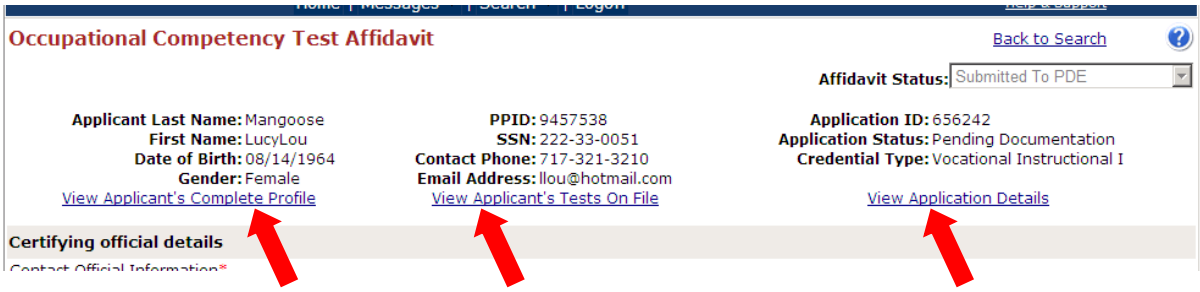


You will receive a confirmation message.

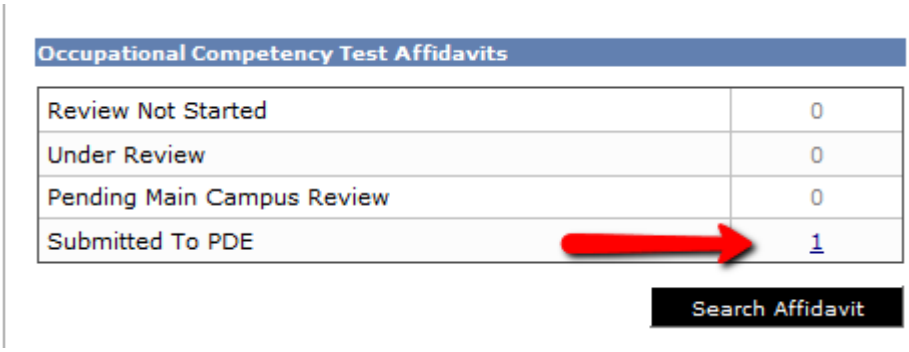


Click "Yes" or "No". If you click "Yes" the application will be forwarded to PDE. If you click "No" you will be redirected back to the Affidavit screen.

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.

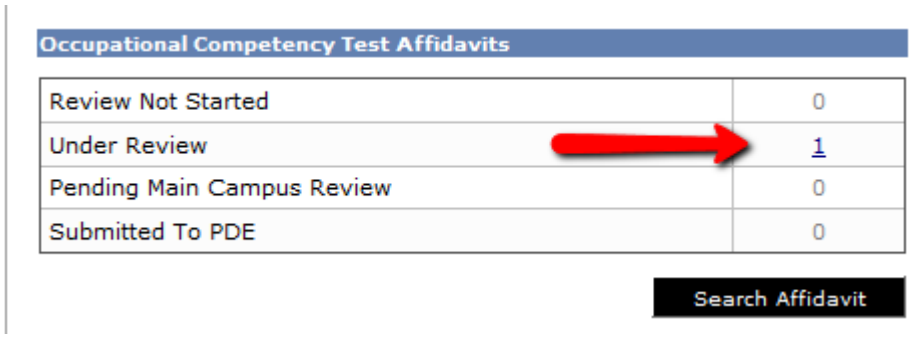
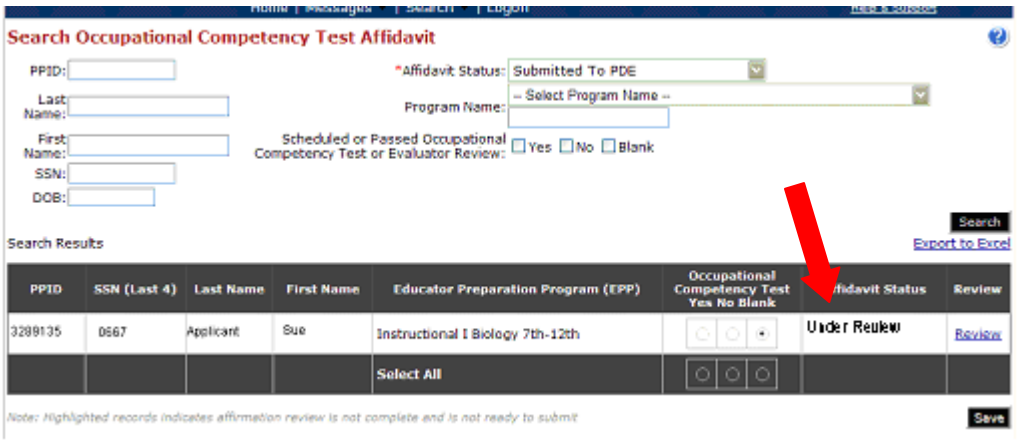


Once an Application has been submitted to PDE, you may view it by clicking on the underscored number next to "Submitted to PDE" from the Home Screen.



5.2 Working with Occupational Competency Test Affidavits Under Review

To view an Application for which the Review has begun, but that has not yet been submitted to PDE, click on the underscored number next to "Under Review" on the Home Screen.



You will be directed to a listing of all Applications currently in "Under Review" status.