



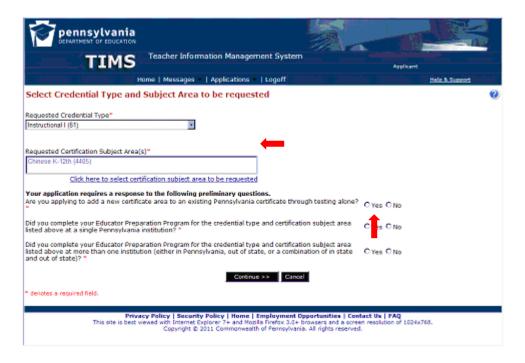
QUESTION: How do I apply to add-on a subject area to an existing Instructional certificate by the test only option?

The Add-On option is available only to educators who

- currently hold an **Instructional** (type 60, 61, 62 or 80) certificate and are requesting to **add** an **Instructional** area
- excludes: Elementary Education, Early Childhood Education, Reading Specialist,
- Cooperative Ed (effective July 15, 2006), all Special Education areas and Health and Physical Education and any Instructional subject with "no qualifying score"

On the "Select Credential Type and Subject Area to be requested" screen

- Select "Instructional I"
 - Note: If you hold an Instructional II, you must still apply for the Instructional I certificate. When approved the system will see that you currently hold a Level II and convert the Instructional I to an Instructional II.
- Select "yes" to the preliminary question "Are you applying to add a new certificate area to an existing Pennsylvania certificate through testing alone?





Teacher Information Management System - FAQ

- The remaining questions should disappear
- Select "Save" at the bottom of the screen.

