CSPG No. 11
July 1, 2004

NAME AND ADDRESS CHANGES OF CERTIFICATE HOLDERS

General Policies

It is the responsibility of each certified individual to keep the Bureau of Teacher Certification and Preparation apprised of any name or address changes.

Requirements and Procedures

1. Overall Requirements for School Entities

It is the responsibility of the employing school entity to maintain accurate certification records of all professional school employees.

2. Overall Requirements for Educators

It is the responsibility of each professional educator to present a correct certificate to the employing school entity for record maintenance. Professional employees should retain possession of the original copy of their certificate.

3. Application Procedure for Name Changes

- Requests for name changes are submitted on Form PDE 338 D (formerly PDE 4511A, 4511, 280 or DEHE 280A). The form is available through school entities and from the Bureau, as well as online at www.pde.state.pa.us.

- No fee is required for the name change request.

4. Address Changes

The Bureau must be kept apprised in writing of any changes to an educator's mailing address.

5. Educator Updates for Teacher Certification System

There are instances when an educator's certification record, while being maintained in the Bureau's archives, was completed prior to the initial computer system implemented in 1967. The Bureau is requesting that those professional educators whose certification records are not displayed on our Website at www.pde.state.pa.us use one of the following procedures:

- **For those educators who possess their original certificate or a copy of it:** Complete the Form PDE 338 U and forward it with a photocopy of the certificate to the Bureau. The certification record will be added to the database and may be accessed through the web. There is no fee for this transaction; however, no certificate will be issued.

- **For those educators who have no original certificate or copy of it:** Complete Form PDE 338 D and forward it to the Bureau. After an archival search is completed, the database will be updated and a new certificate will be sent to the educator. In cases where the name of the educator was changed after the issuance of the initial certificate, there will be no fee for that name change.

Special Consideration

If the Bureau receives a request for a name change and the educator's current name is already on file, the application is considered to be a request for a duplicate certificate. A fee is needed for this transaction.

Reference

24 P.S. §12-1212

THIS REVISION SUPERSEDES ALL EARLIER CSPGS CARRYING THIS NUMBER AND/OR ADDRESSING THIS SUBJECT. PREVIOUS CSPG PRINTING DATES ON THIS SUBJECT: 1/87