

RELEASE OF INFORMATION FROM OFFICIAL CERTIFICATION RECORDS

General Policies

The Bureau of Teacher Certification and Preparation is required to maintain records of all certificates and permits. Release of information is governed by applicable statutes (24 P.S. §1228 and 65 P.S. §66.1 et seq).

Requirements and Procedures

Upon written request, each person professionally certificated shall have the right to receive and review a copy of the contents of his/her own certification records, except college transcripts and test scores. Documents not readily and reasonably available to the Bureau may be refused to the person requesting the items. Refusal or denial on the part of the Bureau of Teacher Certification and Preparation of a properly written request, subject to confidentiality limitations, can be appealed to the Certification Appeal Committee.

1. Official Certification Record

- a. Certification records are available to the individual online at www.pde.state.pa.us. The following may be viewed through the Teacher Certification System:
 - candidate application status
 - certification records
 - continuing professional development
 - tests received
- b. Information in the Official Certification Record related to the types and areas of certificates held, as well as the dates such certificates were issued, suspended or revoked, voluntarily deleted, or rendered inactive, is a matter of public record. Such information will be released upon request.
 - (1) The requester should attempt to provide as much information as possible, such as an educator's full name, middle initial, maiden name(s), former surname(s), date of birth, social security number, etc.
- c. Original documents may not be physically removed from the Bureau.

2. Documentary File

- a. The Documentary File includes confidential materials used to document the eligibility of the holder for a specific certificate. This information includes social security

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numbers, addresses, personnel data, college transcripts, medical statements, etc. The Documentary File supports the Official Certification Record.

- b. The Bureau will consider any written request from an educator to obtain copies of documents submitted by that individual from his/her Documentary File.
- c. It is the policy of the Department that release of such information to a third party must be requested by a subpoena duces tecum having been received by the Bureau via the Office of Chief Counsel. In such event, the Bureau will attempt to notify the certificate holder of receipt of such subpoena.

Reference:

22 Pa. Code §49.13 (b)(5), (6)

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