

LEVEL II CERTIFICATION – EDUCATIONAL AND SERVICE REQUIREMENTS

A Level I Certificate is a provisional certificate that must be converted to a permanent Level II Certificate by meeting both educational and service requirements. This document contains the following sections:

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General Policies

A Level I (provisional) certificate must be converted to a Level II (permanent) certificate by the end of its validity period in order for an individual to remain entitled to perform the professional duties for which a certificate was issued.

This CSPG is not intended to be used for determination of teacher tenure, seniority, or benefit entitlement within the public school system. Information relating to acceptable credits and induction can be obtained in CSPG No. 3-Validity of a PA Certificate, CSPG No. 7-Level II Certification-Educational Requirements, and CSPG No. 20-Induction.

Instructional Certificates

Educational Requirements

Educators holding a Level I certificate, who were awarded their initial baccalaureate degree after October 1, 1963, must provide evidence of 24 semester hour post-baccalaureate credits to meet the education requirements for conversion to a Level II certificate.

Educators who have been issued a Level I instructional certificate after September 22, 2007 must complete 6 specific credit hours as a part of the 24 semester hour post-baccalaureate credits. Therefore, effective September 1, 2011, individuals applying for Level II conversion must have earned at least six post-baccalaureate credits of collegiate study in the area of **Inclusive Classrooms** and/ or in the area of **Standards Aligned Systems (SAS)**.

Acceptable coursework in the area of **Inclusive Classrooms** includes the following topic areas:

- Providing effective instruction to students with mild to severe disabilities
- Research-proven strategies and methods to help special needs learners gain meaningful access to elementary and/or secondary curriculum content
- Assessing the success of instruction with special learners and improvement of outcomes for all students
- Methods of motivation and classroom management in settings with special needs learners

Acceptable coursework in **Standards Aligned Systems (SAS)** includes the following topic areas:

- Understanding the national movement for core academic standards; understanding Pennsylvania's Standards Aligned System (SAS) and the research base underlying its six components
- Use of diagnostics and formative assessment
- Use of Pennsylvania's Ed Portal as an ongoing job-embedded resource for educators
- A requirement to conduct a professional development activity or awareness session in the educator's own school district on Pennsylvania's SAS and curriculum frameworks

Service Requirements

- Requires three years of satisfactory service on a Level I certificate in order to convert to a Level II.
- Educator must possess at least 6 semi-annual evaluations of satisfactory performance on the Level I certificate in the area for which the certificate was issued.
- Satisfactory service is verified via the PDE-338 P Form.
- Instructional I certificates are made permanent in accordance with the regulation under which the initial instructional certificate was issued.
- All instructional areas of certification will simultaneously convert to a Level II certificate provided all Level II requirements have been met.

Service time as a long term substitute will be counted towards Level II service time if the assignment is for 45 or more days in a single assignment. An evaluation must be completed for these educators (Refer to the [Special Considerations](#) section of this CSPG for further information regarding approved evaluations).

Education Specialist Certificates

Educational Requirements

Educators holding a Level I certificate, who were awarded their initial baccalaureate degree after October 1, 1963, must provide evidence of 24 semester hour post-baccalaureate credits to meet the education requirements for conversion to a Level II certificate.

Service Requirements

- Educational Specialist Certificates issued after September 1, 2001 require three years of satisfactory service on the Level I certificate
- At least 6 semi-annual evaluations of satisfactory performance in Pennsylvania in each Education Specialist area for which a certificate was issued.

Vocational Instructional Certificates

Educational Requirements

Educators who were issued a Vocational Instructional Level I certificate on or after January 1, 2013 may be recommended for Vocational Instructional Level II certification by their PA approved preparatory college/university after completing a total of 60 credit hours in addition to the 18 credits earned in Voc I programs, including:

- At least six (6) credits or 180 hours, or an equivalent combination thereof, regarding accommodations and adaptations for students with disabilities in an inclusive setting
- At least three (3) credits or 90 hours, or an equivalent combination thereof, in teaching English Language Learners

Service Requirements

- Vocational Instructional I Certificates require a minimum of three years of satisfactory service in Pennsylvania in any occupational competency area(s) for which the certificate was issued.
- All vocational areas of certification will simultaneously convert to a Level II certificate provided all Level II requirements have been met.

Administrative and Supervisory Certificates

Educational Requirements

Administrative and Supervisory Certificates issued in accordance with regulations established prior to September 1999 who have served in the capacity as principal, assistant principal or vice-principal in a public school of this Commonwealth prior to January 1, 2008 have no additional educational requirements for Level II. Administrative and Supervisory Certificates issued in accordance with September 1999 regulations are valid for 99 years.

Educators granted Administrative Certificates who are employed for the first time in a position of Principal, Assistant Principal or Vice Principal in a public school in the Commonwealth on or after January 1, 2008, must complete the Principal's Induction Program

described in Section 1109 (f) of the Public School Code within five years of service in order to retain the certificate. For additional information regarding Act 45 of 2007 compliance requirements refer to the PDE website.

Administrative Certificates issued after January 1, 2008 are subject to the requirements of Act 45 of 2007, which amended Section 1109 of the Public School Code. A Principal Certificate issued on or after January 1, 2008, shall be an Administrative I Certificate. No individual may serve as a principal, vice principal, or assistant principal on an Administrative I Certificate for more than five (5) service years in Pennsylvania. A minimum of three years of satisfactory service, and an approved Principal's Induction Program, must be completed before a Level II Certificate will be issued.

Service Requirements

- Administrative I and Supervisory I certificates issued in accordance with regulations established prior to September 1, 1999 are made permanent by completion of three years of satisfactory service in Pennsylvania in each administrative/supervisory certificate area.
- Administrative and Supervisory Certificates issued in accordance with September 1, 1999 regulations are valid for 99 years.
- Administrative I certificates (Type Code 75) issued in accordance with Act 45 of 2007 require three years of satisfactory administrative service in PA and successful completion of a PDE-approved PIL Induction Plan in order to convert to Administrative II certification.

Program Specialist Certificates

- Generally Program Specialist certificate holders possess an Instructional certificate in order to be eligible for a program specialist certificate.
- The holder must maintain the prerequisite Instructional certificate in valid status in order to continue service on the Program Specialist certificate.
- Service on a Program Specialist certificate is creditable toward meeting the experience requirements for Level II certification for the prerequisite Level I certificate and is charged against the period of validity of the prerequisite Level I certificate.
- Once an educator has completed 3 years of combined satisfactory service on the Instructional certificate and/or Program Specialist certificate, and has satisfied all educational requirements for Level II certification, the educator may convert the prerequisite Instructional Level I certificate to a Level II certificate.
- Program specialist certificates issued to applicants who possess an equivalent ESL certificate from another state but do not possess a prerequisite Pennsylvania Instructional certificate have no service time conversion requirements.

Educators who have accumulated satisfactory service on a Program Specialist Certificate prior to September 1987 may credit that service toward Level II certification and must convert the Level I certificate to Level II as soon as they have satisfied both the educational and service requirements. If an educator has not completed the educational requirements as of September

1987, he or she is required to do so within a 6 year service period following that date. Service prior to school year 1987-88 will not be charged against these educators.

Educational Credits

Basic Rules

- All courses must have been satisfactorily completed with a passing grade. Transcripts must document the course title, passing grade and credits earned for each course.
- Quarter hours will be converted to semester hours as part of the Bureau of School Leadership and Teacher Quality's evaluation.
- Credits earned from repeated classes cannot be used toward Level II certification.
- Credits completed outside of the U.S. must be evaluated by a professional credentials evaluation agency accredited by the National Association of Credential Evaluation Services (NACES), or other PDE approved credentials evaluation agency. The foreign evaluation report must be submitted to the Bureau with the application for Level II Certification. A list of approved professional credential evaluation agencies can be found on the PDE website.

Acceptable Credits

The following credits may be used for conversion to a Level II certificate:

- Credits earned after the conferral of the initial bachelor's degree
- Graduate or undergraduate credits earned at, and officially transcribed by, a regionally accredited or a state-approved baccalaureate or graduate degree-granting institution(s), including:
 - Distance learning courses (i.e. video, online, etc.)
 - Credits earned within a PDE-approved Intern preparation/certification program
 - Credits earned toward additional areas of certification
- Pennsylvania Department of Education-approved credits (college equivalent) offered by Intermediate Units
- Credits in the fields of law, theology, or medicine are acceptable if the educator can present evidence of relevance to his/her certification area and assignment. In such cases, pre-approval by the Bureau of School Leadership and Teacher Quality is recommended.
- PDE approved courses:

- A Principal's Induction Program that is offered by, or approved by, the Department. (All certified principals who are employed for the first time on or after January 1, 2008, and all candidates who apply for a certificate on or after January 1, 2008 must complete the induction program for conversion to a Level II Principal Certificate)
- Other PDE courses approved for Level II certification

Unacceptable Credits

The following credits are **not** acceptable for conversion to a Level II certificate:

- Continuing Education Units (CEUs)—non-credit measures of continuing education awarded by various organizations, professional societies and some colleges or universities. Act 48 credits are considered Continuing Education Units.
- In-service education course credits awarded by providers other than Pennsylvania Intermediate Units or approved by authorities other than the Pennsylvania Department of Education (PDE), Bureau of School Leadership and Teacher Quality.

Creditable Service

An individual must serve a minimum of 50% of the employing school entity's teaching day or week to receive credit toward Level II certification. Satisfactory service (including service as a long-term substitute) for a minimum of 45 days in a single assignment, in areas for which a Level I certificate is held. (Refer to the [Calculating Creditable Service Charts](#) section of this CSPG for additional information regarding creditable service time)

Satisfactory service will be counted against the period of certificate validity (refer to CSPG No. 3-Validity of a PA Certificate). The Bureau of School Leadership and Teacher Quality will make an official determination of certificate validity upon written request of the school entity or educator.

In order for a school entity or educator to request an official determination of validity, a *PDE Document Worksheet for Determining Certificate Validity* must be submitted to the Bureau. A link to this worksheet is located on the PDE website at www.education.state.pa.us .

Non-Optional Service

Service on a Level I certificate in the following types of schools/institutions must be credited toward Level II certification:

- Public School
- Intermediate Unit
- Career and Technical Schools
- Approved Private Schools (APS)
- Service in any Pre-K Counts program (effective 2008-2009 school year)
- Service on a program specialist certificate (ESL)

- Service in a state correctional facility when providing inmate education and training to school age inmates.
- Service in a juvenile correctional facility or county jail: when employed by a public school entity
- Service in an Alternative Education After School program if the children are receiving credit for the coursework taken
- Long-term substitute service as follows:
 - ✓ Service must be 45 days or more in a single assignment
 - ✓ Service must be 50% or more of the school day or school week
 - ✓ Service must be in the area of certification, or the service must be under the scope of the certificate in question

Optional Service

Service on a Level I certificate in the following types of schools/institutions may be credited toward Level II certification at the option of the certificate holder:

- Pennsylvania charter schools
- State Board of Private Academic Schools
- PDE registered non-public non-licensed schools
- Schools accredited by the Middle States Association of Colleges and Schools, Pennsylvania Association of Private Academic Schools, United Private Academic Schools Association or National Association for the Education of Young Children
- Approved Private Providers
- Service in Head Start programs (with the exception of Pre-K Counts programs)
- Service in child care facilities that are a Star 2 or above
- Service in a Bureau of Corrections facility as a teacher of adult inmates

Non-Creditable Service

Service rendered in assignments for which a person lacks appropriate Level I certification is not creditable toward meeting the experience requirements for Level II certification. Likewise, this service time is not charged against the validity period of the Level I certificate.

Unsatisfactory service is not creditable toward meeting the experience requirements for Level II certification but is charged against the validity period of the Level I certificate.

Service in the following categories is not creditable toward Level II certification, nor charged against the period of validity of a Level I Certificate:

- Any Intern Certificate (Instructional or Vocational)
- Temporary Teaching Permits
- Approved leave of absence (maternity, medical, etc.)
- Time accrued outside the mandated school year (summer school)
- Emergency Permits

- Act 97 Waivers of Certification
- A teacher of adult classes of persons 21 years of age or older (non Bureau of Corrections facilities)
- Day-to-day substitutes
- Nonprofessional or paraprofessional positions
- Time accrued outside the Commonwealth of Pennsylvania

Calculating Creditable Service Examples

Example A: An individual must serve minimally 50% of the employing school entity’s teaching day or week to receive credit toward permanent certification. When a school entity’s school week is based “total hours,” the calculation of service by the number of days in a week is not applicable.

Number of Service Hours/ Periods in School Day	Number of Periods/ Hours Served	Service Time Counted
6	3	Yes
7	3	No
7	4	Yes
Number of Days in School Week	Number of Days Served	Service Time Counted
5	2 ½	Yes
5	3	Yes
5	2	No

Example B: A person must serve minimally 45 days in a long-term substitute assignment or regular capacity during a 180 day state-mandated school year to receive credit toward permanent certification.

Definitions:

Long Term Substitute: An appropriately certified person temporarily employed to fill a position of a temporary professional or professional employee who is taking an approved leave of absence which will exceed 20 cumulative school days in a single assignment.

Day-to-Day Substitute: An appropriately certified person temporarily employed on an intermittent basis to fill a position or positions of a temporary professional or professional employee on a approved leave of absence which does not exceed 20 cumulative school days in a single assignment.

State mandated 180 Day School Year: 90 days Fall Term / 90 Days Spring Term

Type of Educator	Days Worked in Fall	Days Worked in Spring	Total Credit Towards Permanent Certification
Regular Educator	Works 36 Days (no credit)	Works 90 Days (½ year credit)	½ year
Regular Educator	Works 54 Days (½ year credit)	Does Not Work (No Credit)	½ year
Substitute Educator	Subs for Educator A for 90 Days (½ year credit)	Subs for Educator B for 48 Days (½ year credit)	1 year
Substitute Educator	Subs for Educator A - 21 Days Subs for Educator B - 21 Days Subs for Educator C - 21 Days	Subs for 20 Days (No Credit)	½ year
Substitute Educator	Subs for 45 Days (1/2 year Credit)	Subs for 45 Days (1/2 year Credit)	1 year
Substitute Educator	Subs across Fall and Spring Term – 45 Days (½ year Credit)		½ year

Special Considerations

1. An educator holding National Board certification may be issued the highest level certificate available. A National Board certificate holder may be issued a Level II certification comparable in grade scope and content area to the National Board certificate. If an individual applies for a Level II certificate in an area that is not comparable in grade scope and content area to the National Board certificate, the application must be reviewed by the Bureau of School Leadership and Teacher Quality Director for approval.
2. All school and system leaders employed in a Pennsylvania Inspired Leadership (PIL) covered position must meet the continuing education requirements (PIL proportional hours). If the continuing education requirements as specified above are not met, the educator’s Administrative Certificate will become inactive.
3. Educators holding a Level I Principal K-6 or Level I Principal 7-12 **and** a Level I Principal K-12 certificate may convert to Level II simultaneously **if** the service time is covered by the grade span of each certificate. For example, an individual holding a Level I Principal K-6 and a Principal K-12 certificate may simultaneously convert the certificates if the service time was earned at the K-6 level.

Special Considerations: Instructional and Education Specialist Certificates

1. Educators who have completed the service time requirements to convert to a Level II certificate, but who have not been evaluated using an approved PDE Evaluation form

(Long term substitutes, private school educators, etc.), may have their satisfactory service time attested to in writing by the Chief School Administrator of the approved public or nonpublic school entity in which the service time was performed.

2. An educator holding an Instructional or Educational Specialist Level I certificate that was issued after September 2001 must achieve satisfactory results on the PDE approved Level II assessments for conversion to a Level II certificate. Additionally, Educational Specialists must also complete an induction program approved by PDE.
3. An Instructional Level I certificate will lapse if an educator does not complete all educational requirements and convert to a Level II certificate within six years of service time. All Instructional Level I certificates held by an educator will simultaneously lapse. Educators may not continue to teach on lapsed certificates.
4. An Educational Specialist certificate will lapse if an educator does not complete all educational requirements and convert to a Level II certificate within six years of service time. All certificates held by an educator with a lapsed Educational Specialist certificate will not simultaneously lapse. Only the Educational Specialist certificate that has not been converted to a Level II certificate within the six years of service time will lapse. Educators may not continue to provide services on a lapsed certificate.
5. An educator holding an Instructional I or Educational Specialist Level I certificate issued after June 1, 1987 must provide evidence of 24 post-baccalaureate semester hour credits and 3 years of satisfactory service time to meet the requirements for conversion to a Level II certificate. Additionally Instructional certificate holders must complete an induction program approved by PDE.
6. An educator holding a Level I certificate that was issued prior to September 1980 was initially granted a renewable 3-year certificate. In September 1980, regulations were passed extending the validity of the certificate to a total of 6 service years, essentially eliminating the need for a renewal. The validity period of the certificate does not extend past the 6th service year and must be converted to Level II by the end of the service time.
7. An educator holding a Level I certificate, who was awarded a baccalaureate degree between October 1, 1959 and October 1, 1963, must provide evidence of 12 post-baccalaureate semester hour credits to meet the educational requirements for conversion to a Level II certificate. There is no provision in the certification regulations for renewal of this certificate for any additional time period.
8. An educator holding a Level I certificate, who was awarded a baccalaureate degree before October 1, 1959, must provide evidence of 6 post-baccalaureate semester hour credits to meet the education requirements for conversion to a Level II certificate. There is no provision in the certification regulations for renewal of this certificate for any additional time period.

Special Considerations: Non U.S. Citizens

1. Non- U.S. citizens who possess a foreign language Instructional Certificate may convert an Instructional I Foreign Language certificates to Level II after 3 years of service.
2. Non-citizen educators who are teaching any certified area other than a foreign Language can not convert to a Level II certificate until they become U.S. citizens.
3. Satisfactory service on an Alien Provisional certificate, including service as a long-term substitute, will be credited toward Level II certification once an educator has submitted evidence of U.S. citizenship.

Reference: 22 Pa. Code §§49.2, 49.83, 49.84, 49.103, 49.104, 49.111, 49.121, 49.143; 24 P.S. §12-1202, 1205. 1109, 1217, Act 15 June 22, 1999, Act 45 of 2007

Related CSPGs: CSPG 3, CSPG 5, CSPG 8, CSPG 20

THIS REVISION SUPERSEDES ALL EARLIER CSPGS CARRYING THIS NUMBER AND/OR ADDRESSING THIS SUBJECT. PREVIOUS CSPG PRINTING DATES ON THIS SUBJECT: 3/75, 1/87, 7/04

Summary of Changes

<i>Date of Revisions</i>	<i>Major Changes to CSPG 7</i>
06/2010	<ul style="list-style-type: none"> • Six (6) of the twenty-four (24) credits to meet Instructional requirements must be in Inclusive Classrooms or Standards Aligned Systems (SAS), unless earned prior to September 1, 2011 • Holders of principal certificates employed on or after 1/1/2008 for the first time as a principal, vice principal, or assistant principal in public school in the Commonwealth must complete the Principal’s Inductions Program (Sec. 1109, Public School Code) within five (5) years of service • Principal certificates issued on or after 1/1/2008 are subject to Act 45 of 2007 requirements • Administrative I certificates, issued on/after 1/1/2008 (code 75) are valid for 5 years of service. • Administrative I certificates for Principal, who have been hired for the first time on or after 1/1/2008 have 5 years to complete a PA state approved induction program before converting to Level II. • Day-to-day substitutes may serve in a single assignment for 20 cumulative days (formerly 15 days). • Non-optional service added: <ul style="list-style-type: none"> ○ Service in a state correctional facility when providing inmate education and training to school age inmates. ○ Service in a juvenile correctional facility or county jail: when employed by a public school entity ○ Service in an Alternative Education After School program if the children are

	<ul style="list-style-type: none"> receiving credit for the coursework taken <ul style="list-style-type: none"> o Service in any Pre-K Counts program (effective 2008-2009 school year) • CSPG 7 and 8 combined into one policy document: Now CSPG 7
7/2004	<ul style="list-style-type: none"> • Induction required for Educational Specialists (under 1999 regulations) • Vocational Instructional I certificate valid for 6 years of service (issuance began 10/1/1999) • Administrative certificates, (code 78), and Supervisory certificates (code 76) issued under the 1999 regulations, on or after 9/1/2001, are valid for 99 years of service and do not need to be converted to a Level II status • Educational Specialists, issued as an initial certificate under the 1999 regulations, must complete a PA state approved induction program to meet Level II requirements • Vocational Instructional certificates issued under the 1999 regulations, on or after 10/1/1999, are valid for 6 years of service (formerly 7 years)
1/1987	<p>A person holding a provisional certificate and awarded a baccalaureate degree must meet the following requirements to convert a College Provisional Certificate (equivalent to Instructional I) to a College Permanent Certificate (equivalent to an Instructional II):</p> <ul style="list-style-type: none"> • Prior to 10/1/1959-6 credits (no renewal) and 3 years of satisfactory service • After 10/1/1959-12 credits (no renewal) and 3 years of satisfactory service • After 10/1/1963-24 credits and satisfactory service: may be completed as follows: <ol style="list-style-type: none"> (1) 12 credits and 3 years of satisfactory service resulting in the issuance of a provisional certificate renewal for 3 years (2) 12 additional credits with 3 additional years of satisfactory service to convert to a permanent certificate (3) no more than 6 service years total on any provisional certificate (4) certificates with remaining validity (had not completed 3 years of service) prior to the opening of the 1980-81 school year were automatically given a 6-year validity period • A PA state-approved Induction Program is required to convert an initial Instructional certificate issued after 7/1/1987 to a Level II certificate. • College Provisional (Level I) certificates newly titled as Instructional certificates • College Permanent (Level II) certificates newly titled as Instructional II certificates • The validity of the Instructional Certificate was extended to 6 years (formerly 3 years and 3 year renewal) • Certificated service accrued under the following criteria is counted against the validity of the Level I certificate and toward the Level II requirements: <ul style="list-style-type: none"> o Approved Private School o Program Specialist certificate o As a Long Term Substitute for 45 days or more in a 180 mandated school year • Vocational Instructional certificates issued under the 1987 regulations are valid for 7 years of service • A list of categories for optional service was added • A chart for determining countable service time was added
1975	<ul style="list-style-type: none"> • Level I certificates issued after 10/1/1959 must meet the following requirements to convert from a College Provisional Certificate (equivalent to Instructional I) to a College Permanent Certificate(equivalent to an Instructional II): <ol style="list-style-type: none"> (1) 2 credits

	<p>(2) 3 years of satisfactory service</p> <ul style="list-style-type: none">• Effective 10/1/1963 the college Provisional Certificate is valid for 3 years of service and may be renewed for an additional three years of service upon completion of 3 successful teaching service and 12 post-baccalaureate credits• College Provisional (code 60) certificates –Level I certificates: Issued for 3 years of satisfactory service and renewable with 12 credits for 3 additional years of satisfactory service; must be converted to Level II after the 3 additional years with 12 additional credits
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