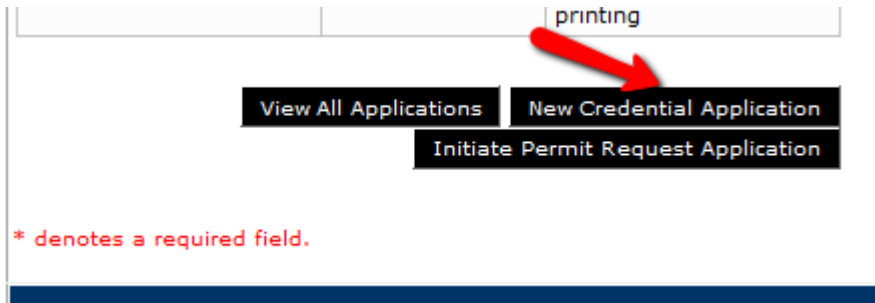
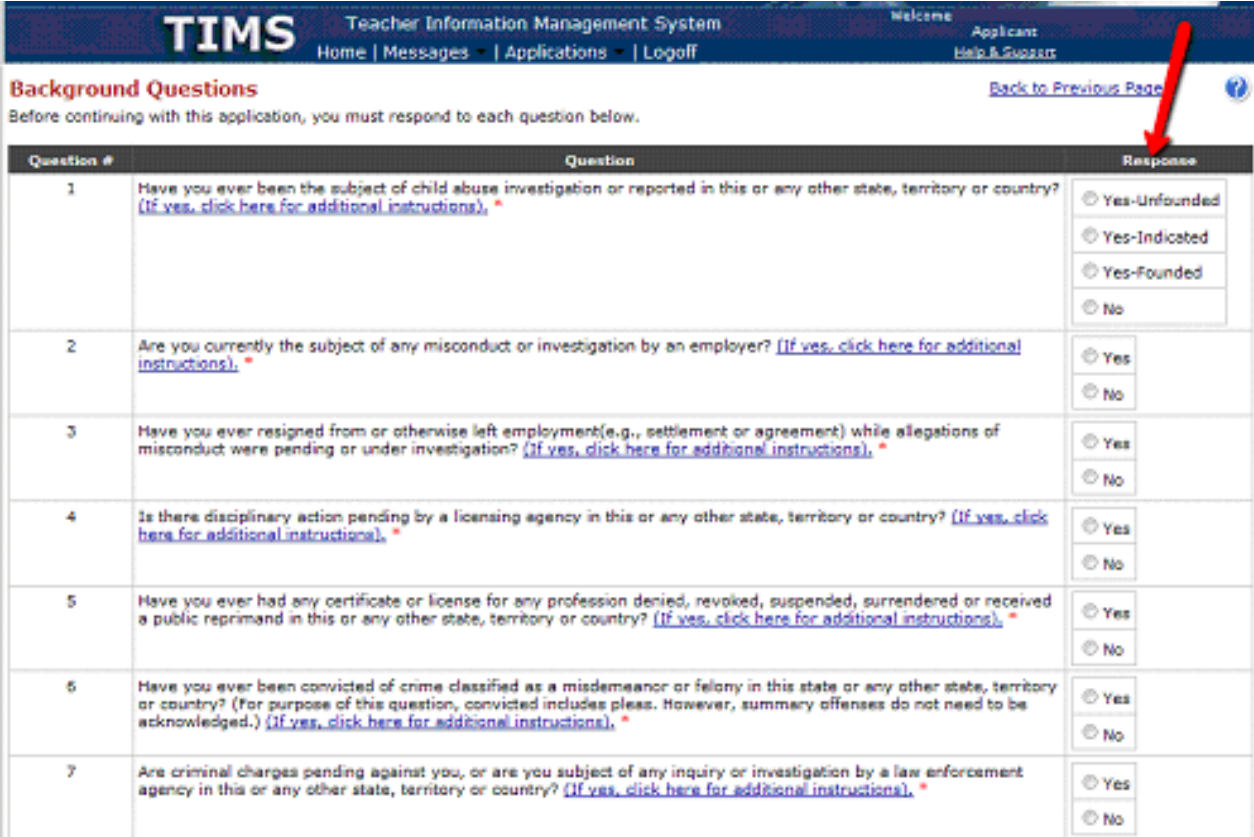


6.5 Creating a New Credential Application

To create a new Credential Application, click on “New Credential Application” from the Home screen.



You will be directed to the “Background Questions” screen where you will be required to respond to each question. To respond, click the applicable radio button next to each question.



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Background Questions

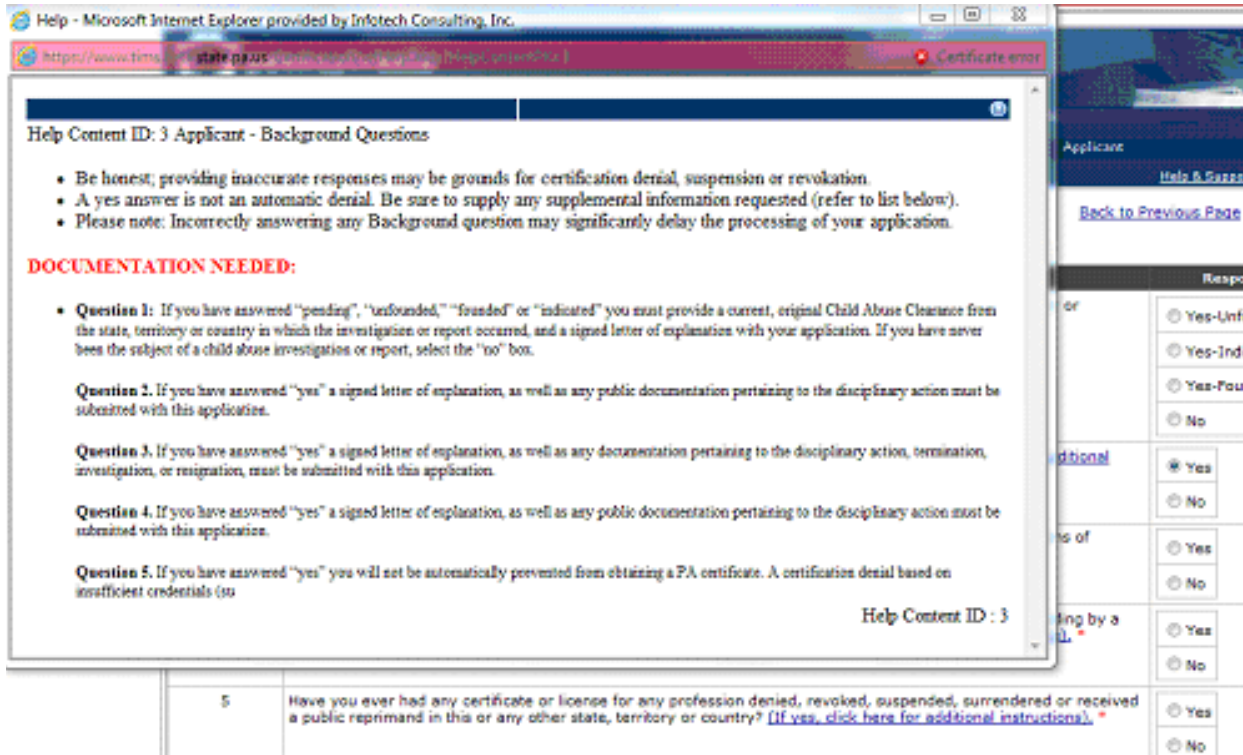
Before continuing with this application, you must respond to each question below. [Back to Previous Page](#)

Question #	Question	Response
1	Have you ever been the subject of child abuse investigation or reported in this or any other state, territory or country? (if yes, click here for additional instructions) . *	<input type="radio"/> Yes-Unfounded <input type="radio"/> Yes-Indicated <input type="radio"/> Yes-Founded <input type="radio"/> No
2	Are you currently the subject of any misconduct or investigation by an employer? (if yes, click here for additional instructions) . *	<input type="radio"/> Yes <input type="radio"/> No
3	Have you ever resigned from or otherwise left employment(e.g., settlement or agreement) while allegations of misconduct were pending or under investigation? (if yes, click here for additional instructions) . *	<input type="radio"/> Yes <input type="radio"/> No
4	Is there disciplinary action pending by a licensing agency in this or any other state, territory or country? (if yes, click here for additional instructions) . *	<input type="radio"/> Yes <input type="radio"/> No
5	Have you ever had any certificate or license for any profession denied, revoked, suspended, surrendered or received a public reprimand in this or any other state, territory or country? (if yes, click here for additional instructions) . *	<input type="radio"/> Yes <input type="radio"/> No
6	Have you ever been convicted of crime classified as a misdemeanor or felony in this state or any other state, territory or country? (For purpose of this question, convicted includes pleas. However, summary offenses do not need to be acknowledged.) (if yes, click here for additional instructions) . *	<input type="radio"/> Yes <input type="radio"/> No
7	Are criminal charges pending against you, or are you subject of any inquiry or investigation by a law enforcement agency in this or any other state, territory or country? (if yes, click here for additional instructions) . *	<input type="radio"/> Yes <input type="radio"/> No

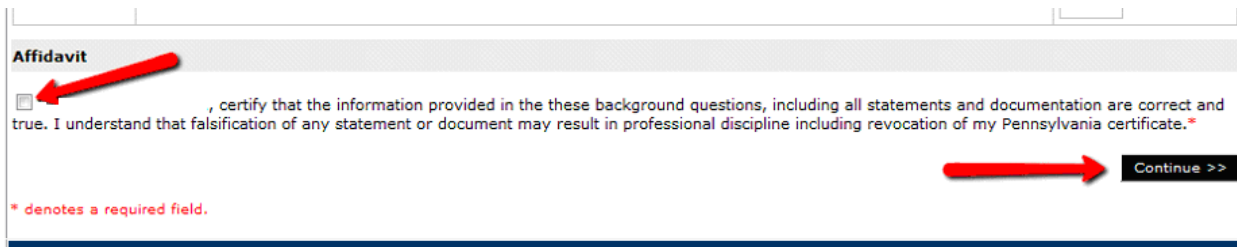
If you respond “Yes” to any question, click on the hyperlink, “(If yes, click here for additional instructions).”

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Background Questions		Back to Previous Page ?
Before continuing with this application, you must respond to each question below.		
Question #	Question	Response
1	Have you ever been the subject of child abuse investigation or reported in this or any other state, territory or country? (If yes, click here for additional instructions). *	<input type="radio"/> Yes-Unfounded <input type="radio"/> Yes-Indicated <input type="radio"/> Yes-Founded <input checked="" type="radio"/> No
2	Are you currently the subject of any misconduct or investigation by an employer? (If yes, click here for additional instructions). *	<input checked="" type="radio"/> Yes <input type="radio"/> No
3	Have you ever resigned from or otherwise left employment(e.g., settlement or agreement) while allegations of misconduct were pending or under investigation? (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	Is there disciplinary action pending by a licensing agency in this or any other state, territory or country? (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input checked="" type="radio"/> No
5	Have you ever had any certificate or license for any profession denied, revoked, suspended, surrendered or received a public reprimand in this or any other state, territory or country? (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input checked="" type="radio"/> No
6	Have you ever been convicted of crime classified as a misdemeanor or felony in this state or any other state, territory or country? (For purpose of this question, convicted includes pleas. However, summary offenses do not need to be acknowledged.) (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input checked="" type="radio"/> No
7	Are criminal charges pending against you, or are you subject of any inquiry or investigation by a law enforcement agency in this or any other state, territory or country? (If yes, click here for additional instructions). *	<input type="radio"/> Yes <input checked="" type="radio"/> No

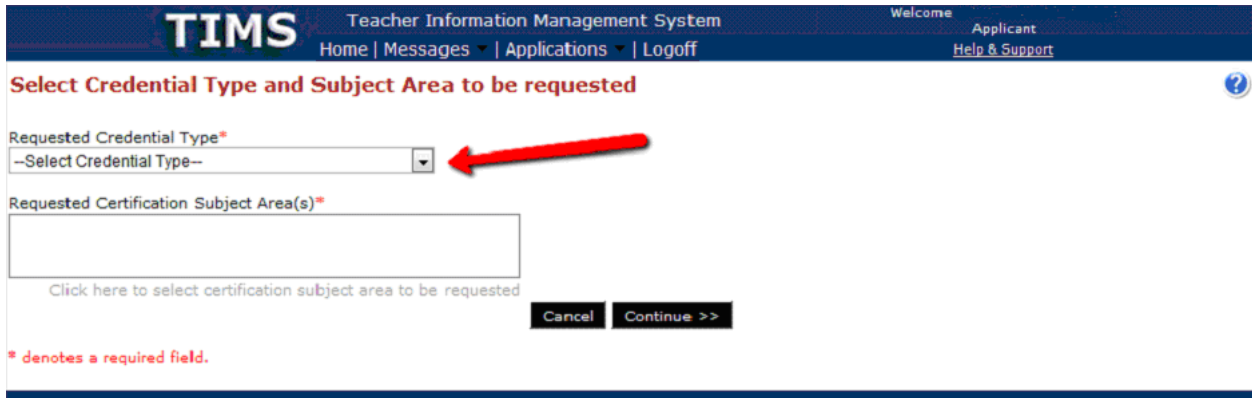
If you click “Yes” you will see a popup that will provide additional instructions.



After responding to each question, scroll to the bottom of the page. Read the affidavit, review the response to your questions, click the box stating you have read and agree to the statement, and click “Continue”.




The following page will open. Click the down arrow next to the “Select Credential Type” box and select the Credential type you are requesting.



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Select Credential Type and Subject Area to be requested ?

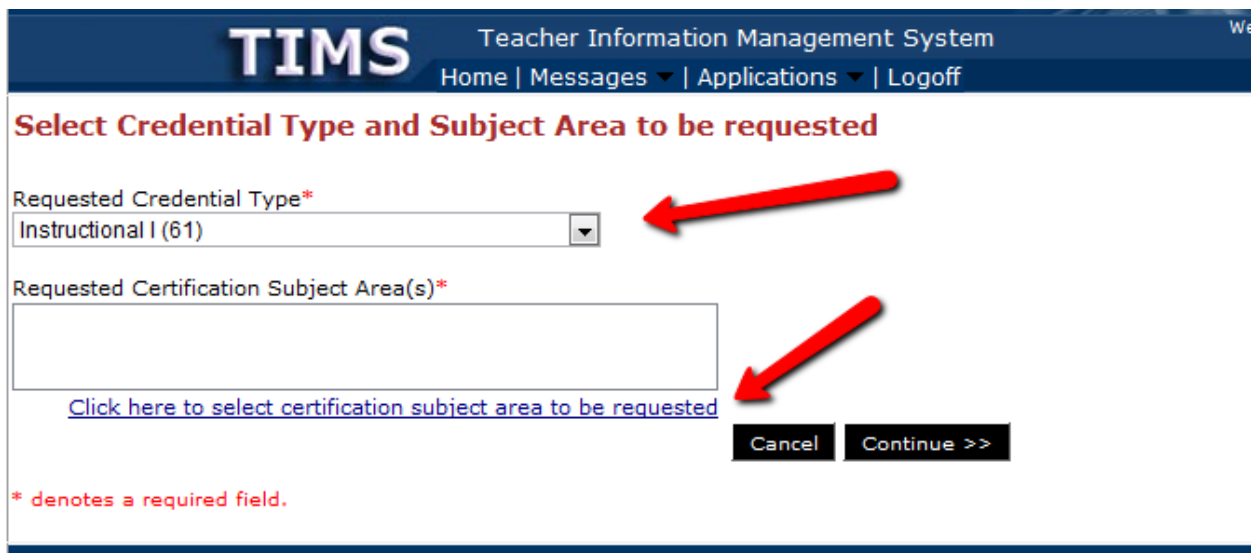
Requested Credential Type*
--Select Credential Type-- 

Requested Certification Subject Area(s)*

[Click here to select certification subject area to be requested](#)


* denotes a required field.

When you choose the Credential Type, the hyperlink for the “Requested Certification Subject Area(s)” will be enabled. Click on the hyperlink “Click here to select certification subject area to be requested” and choose the subject area for the Credential you are requesting.




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Select Credential Type and Subject Area to be requested

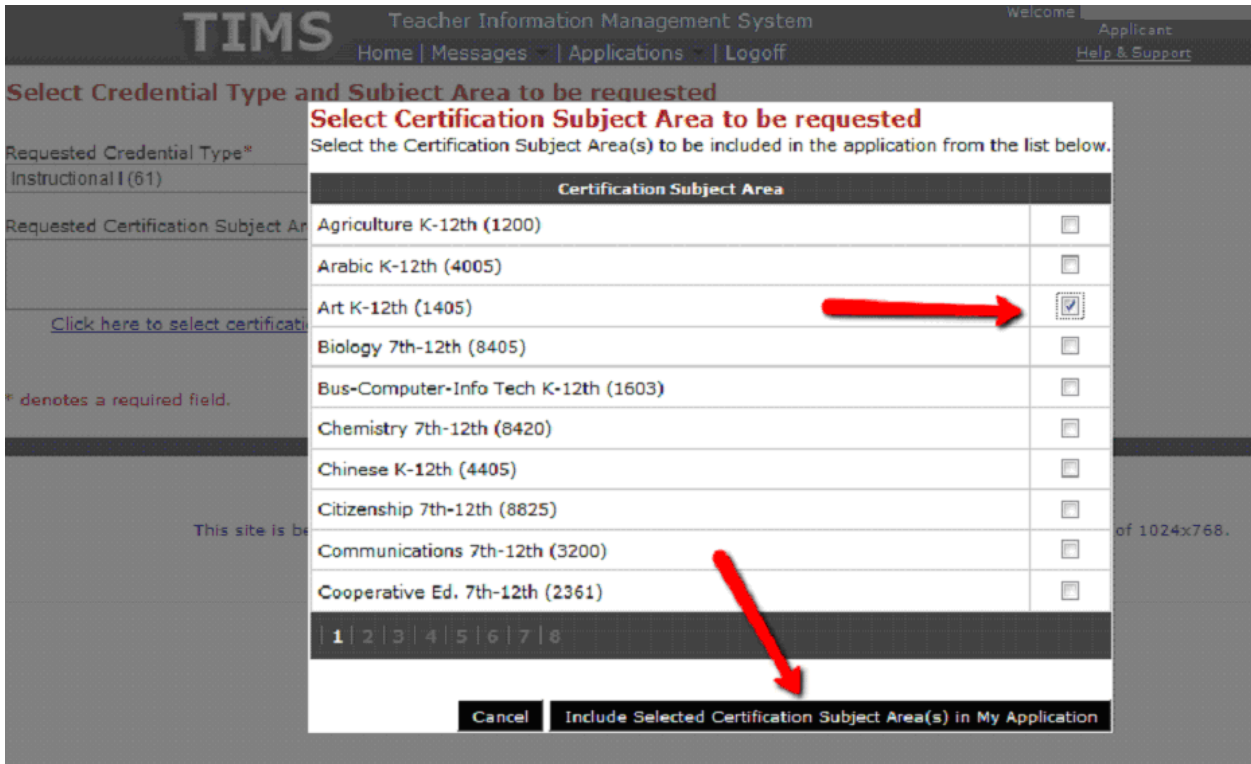
Requested Credential Type*
Instructional I (61) 

Requested Certification Subject Area(s)*

[Click here to select certification subject area to be requested](#) 

* denotes a required field.

Chose your Subject Area(s) (you may choose more than one). Note that you may page through all subject areas by clicking the page numbers above the “Cancel” button to choose from additional subjects. When finished, click “Include Selected Certification Subject Area(s) in My Application”.



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Select Credential Type and Subject Area to be requested

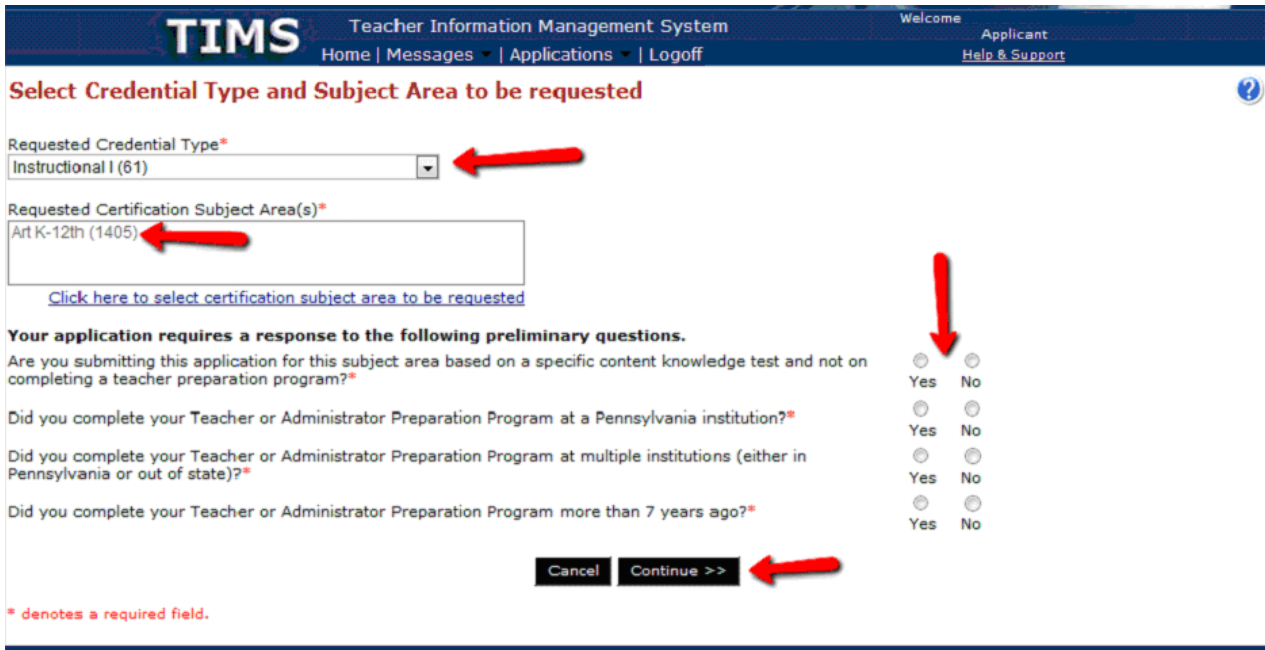
Select Certification Subject Area to be requested

Select the Certification Subject Area(s) to be included in the application from the list below.

Certification Subject Area	
Agriculture K-12th (1200)	<input type="checkbox"/>
Arabic K-12th (4005)	<input type="checkbox"/>
Art K-12th (1405)	<input checked="" type="checkbox"/>
Biology 7th-12th (8405)	<input type="checkbox"/>
Bus-Computer-Info Tech K-12th (1603)	<input type="checkbox"/>
Chemistry 7th-12th (8420)	<input type="checkbox"/>
Chinese K-12th (4405)	<input type="checkbox"/>
Citizenship 7th-12th (8825)	<input type="checkbox"/>
Communications 7th-12th (3200)	<input type="checkbox"/>
Cooperative Ed. 7th-12th (2361)	<input type="checkbox"/>

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

You will be directed to the next page where you will be able to view your selection(s). Before continuing, you will be required to respond to a number of questions. Respond by clicking “Yes” or “No” using the radio buttons next to each button. When finished, click “Continue”.



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Select Credential Type and Subject Area to be requested

Requested Credential Type*
Instructional I (61)

Requested Certification Subject Area(s)*
Art K-12th (1405)

[Click here to select certification subject area to be requested](#)

Your application requires a response to the following preliminary questions.

Are you submitting this application for this subject area based on a specific content knowledge test and not on completing a teacher preparation program?*

Did you complete your Teacher or Administrator Preparation Program at a Pennsylvania institution?*

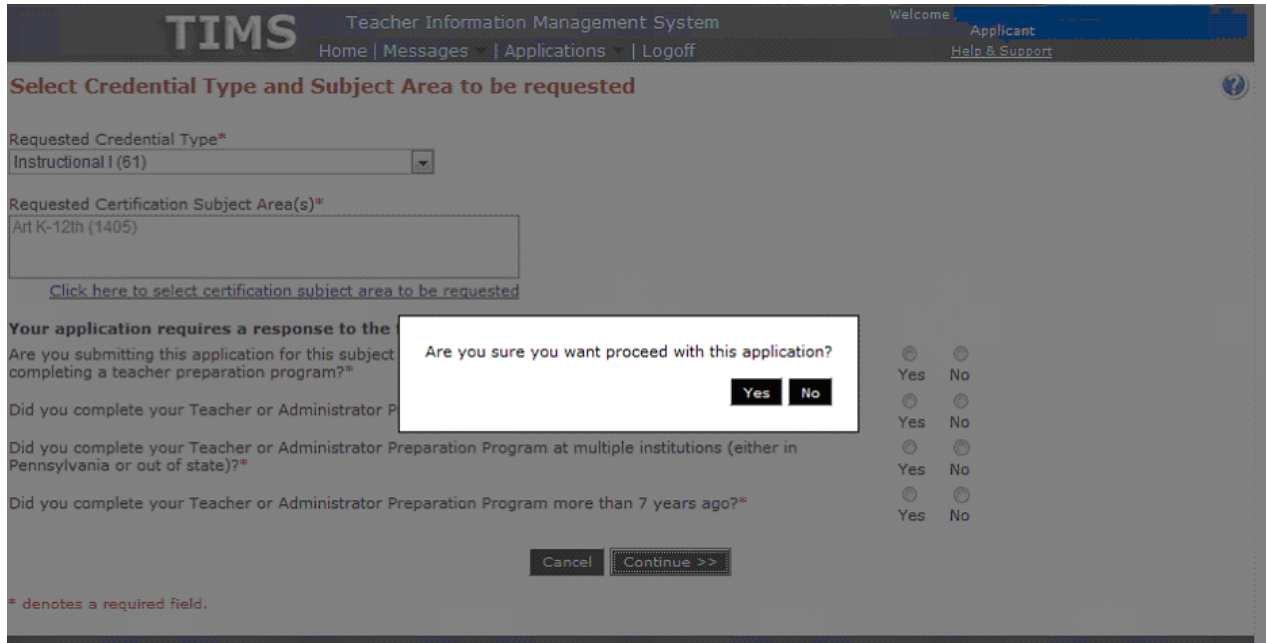
Did you complete your Teacher or Administrator Preparation Program at multiple institutions (either in Pennsylvania or out of state)?*

Did you complete your Teacher or Administrator Preparation Program more than 7 years ago?*

Yes No
Yes No
Yes No
Yes No

* denotes a required field.

You will then see a confirmation screen. Click “Yes” to continue.



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Select Credential Type and Subject Area to be requested

Requested Credential Type*
Instructional I (61)

Requested Certification Subject Area(s)*
Art K-12th (1405)

[Click here to select certification subject area to be requested](#)

Your application requires a response to the following questions:

Are you submitting this application for this subject area after completing a teacher preparation program?*

Did you complete your Teacher or Administrator Preparation Program at multiple institutions (either in Pennsylvania or out of state)?*

Did you complete your Teacher or Administrator Preparation Program more than 7 years ago?*

Are you sure you want proceed with this application?

Yes No

Yes No

Yes No

Yes No

Cancel Continue >>

* denotes a required field.