

# LETTER OF EQUIVALENCY FOR MASTER'S DEGREE FORM PDE 338 M

(Refer to instructions included with this form)

APPLICANTS: Please note the following information in regard to your Social Security Number (SSN)

DATA REQUIRED BY THE FEDERAL PRIVACY ACT (5 U.S.C. Section 552a note)

AUTHORITY: 24 P.S. Section 1224.

PURPOSE(S): To be used for (1) registration and maintenance of records of all certificated persons as having met qualifications for teaching, (2) identification and collection of criminal/disciplinary records for certified educators and candidates for certification and (3) provision of certification data to authorized personnel and agencies.

DISCLOSURE: Mandatory. Failure to disclose will prevent further processing of the application.

## SECTION I - APPLICANT INFORMATION (please print or type)

Last Name	First Name	Middle Initial	Social Security Number
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Address	City	State	Zip Code
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## SECTION II - EMPLOYMENT INFORMATION

Name of Employing School District/School Entity

Current Assignment: Subject Area	Current Assignment: Grade Level/s
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I verify that the applicant is currently assigned to the Subject Area/s and Grade Level/s as indicated above.

_____ Signature of Superintendent, or Designee	_____ Title, Name	_____ Date
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## SECTION III - COLLEGE/UNIVERSITY COURSEWORK

College/University	State	Dates Attended	Graduate Credits Earned

## SECTION IV – PA IN-SERVICE COURSEWORK

Intermediate Unit	Date/s Attended	Credits Earned

**INSTRUCTIONS FOR LETTER OF EQUIVALENCY FOR MASTERS DEGREE  
FORM PDE 338 M  
TYPE OR PRINT WITH DARK BLUE OR BLACK INK**

**SECTION I: Applicant Information**

Print or type your Last Name, First Name, Middle Initial, Social Security Number and current address.

**SECTION II: Employment Information**

(To be completed by the school entity-not the applicant)

1. Enter the name of the school district or public school entity.
2. Enter the subject area of the applicant's current assignment. (Example: Science) If the applicant currently teaches more than one subject area, make a separate entry for each subject area.
3. Enter the grade level/s of the applicant's current assignment. (Example: Grades 9-10)
4. Sign and date the application.

**SECTION III: College/University Coursework**

1. Enter the name of the college/university attended, state in which the college/university is located, dates attended and number of **graduate** level credits earned. (Refer to the MEQ instruction booklet for further information regarding acceptable graduate level coursework.)
2. Contact each college/university where you completed bona fide **graduate** level course work and request official college transcripts to be sent directly to you.

**Do not open the transcripts.** The transcripts must be submitted with your application in a college/university-sealed envelope. Transcripts that have been opened will not be valid for PA application purposes. Enclose all unopened transcript envelopes with your MEQ application packet.

**SECTION IV: PA In-Service Coursework (PA Intermediate Unit)**

1. Enter the name of the PA In-Service course attended, the date/s attended and number of In-Service credits earned for each course. (Refer to the MEQ instruction booklet for further information regarding acceptable PA In-Service coursework.)
2. Include official embossed Pennsylvania IU In-Service credit letters with your MEQ application packet.

Do not send photocopies of your Pennsylvania IU In-Service credit letters. Official letters with raised seals, if applicable, are required for MEQ application evaluation.

## **SUBMITTING THE APPLICATION**

Before submitting your application, review the PDE 338 M form for accuracy and completeness. **Missing or inaccurate documentation/information may significantly delay the processing of your application.** Ensure that the following items are enclosed in your application packet:

- Instructions For Letter of Equivalency for Master's Degree, Form PDE 338 M
- General Application, Form PDE 338 G
- College-sealed official transcripts
- Course descriptions, if applicable
- Official PA Intermediate Unit In-Service credit letters, if applicable
- A \$100.00 U.S. Money Order made payable to **Commonwealth of Pennsylvania**-personal checks are not accepted by the Bureau

Mail all application materials in one envelope to:

Bureau of School Leadership and Teacher Quality  
Pennsylvania Department of Education  
333 Market Street, 3<sup>rd</sup> Floor  
Harrisburg, PA 17126-0333

**All application materials become the property of the Pennsylvania Department of Education**