

PA-Educator.net Supplemental Documents Applicant Cover Sheet

Applicant Name – <i>Please Print</i>	
Social Security # <i>Must be Included</i>	

INSTRUCTIONS

- Send **only one** completed cover sheet for entire packet – please print or type.
- Do not use paper clips or staples.
- Do not send double sided documents; they will not be processed.
- ONLY send those documents listed below. Other documents cannot be added to your credentials file and will be destroyed.
- If you are replacing documents, please indicate that in the spaces provided. Failure to indicate that you are replacing documents will create duplicate documents in your credentials file.

MAIL COMPLETED COVER SHEET AND DOCUMENTS TO:

PA-Educator.net, 475 East Waterfront Drive, Homestead, PA 15120

FOR OFFICE USE ONLY	Document Type	For Applicant Use	
		New	Replace
	Undergraduate Transcript(s) Do not send sealed envelopes. (max <u>6</u> pages per transcript)	<input type="checkbox"/>	<input type="checkbox"/>
	Graduate Transcript(s) Do not send sealed envelopes. (max <u>6</u> pages per transcript)	<input type="checkbox"/>	<input type="checkbox"/>
	Letters of reference Do not send sealed envelopes. (max <u>6</u> letters) Cannot replace individual letters.	<input type="checkbox"/>	<input type="checkbox"/>
	Copy of PA Act 151 Child Abuse Clearance Do not send out-of-state or expired clearances.	<input type="checkbox"/>	<input type="checkbox"/>
	Copy of PA Act 34 Criminal Record Clearance Do not send out of state or expired clearances.	<input type="checkbox"/>	<input type="checkbox"/>
	PA FBI Act 114 Placeholder Original affidavit, out-of-state FBI, or DPW PA FBI clearance only.	<input type="checkbox"/>	<input type="checkbox"/>
	Copy of PA Teaching Certificate or Placeholder Do not send out-of-state certificates or copies of diploma.	<input type="checkbox"/>	<input type="checkbox"/>
	Copy of Praxis Test Score Results Can use NTE scores. Max 6 pages. Cannot add to existing scores.	<input type="checkbox"/>	<input type="checkbox"/>
	Optional – Only the following documents accepted: DD214, National Certification, Job Loss explanation, Criminal Record Letter of Explanation	<input type="checkbox"/>	<input type="checkbox"/>

- To receive confirmation that your documents have been received, you must enclose a self-addressed, stamped postcard or envelope. **We cannot confirm receipt by email or phone.**
- It **normally** takes **7 business days** from the date documents are mailed to our office to be attached to your online credentials file. If you are replacing documents, allow 5 additional business days for the removal of old documents. Document deletions can take up to 7 business days.
- By submitting your letters of reference and clearances to PA-Educator.net, you are waiving your right to view them. PA-Educator cannot provide applicants with copies of these documents after submission.

For complete directions about how to send documents to us or questions about the documents themselves, check the information on our website by clicking on the “Document and Mailing Instructions” link on our website.