

For a Commissioned Officer, submit the following information to RA-EDFRCPP@pa.gov:

- Completed PDE-5529 Application
- Evidence of a vacancy if the previous officer's term has not expired (submit signed affirmation statement)

For additional information, please visit the [Commissioned School Officer Basic Education Circular \(BEC\)](#).

Updating the Official School File via EdNAv2

Each school district and intermediate unit is responsible for maintaining its respective Official School File as established on the PDE website. This file is known as Education Names and Addresses (EdNA) and can be updated by following the instructions below.

1. Log in at the "MyPDESuite Application Login Screen" and choose EdNAv2 from the "MyPDESuite Application" screen. If you do not have access to EdNAv2, please contact your Local Security Administrator (LSA).
2. Once you are in the EdNAv2 application, click on the "edit" button; select an entity to update from your list.
3. Make updates and click on the "Save" button at the bottom of the screen.
4. Return to the initial school listing page and repeat the process until all updates are completed.
5. Once all updates are completed, return to the main page; click on the tab at the bottom of your screen that shows "Proceed" and "Proceed to Submit."
6. Add email address.
7. Click on "Submit" and then the "Print ACS" button to complete the process.

If your submission status is "Pending Submission," follow steps 5 through 7 to submit the update request.



NEW RENEWAL

APPLICATION FOR COMMISSION EXECUTIVE DIRECTORS, SUPERINTENDENTS, AND ASSISTANTS

APPLICANT'S NAME (Dr., Mr., Mrs., Ms.) APPLICANT'S DATE OF BIRTH PPID NUMBER

APPLICANT'S WORK ADDRESS

APPLICANT'S WORK EMAIL ADDRESS APPLICANT'S GENDER M/F APPLICANT'S PHONE NUMBER & EXT.

POINT OF CONTACT'S (POC) NAME (IF ADDITIONAL INFORMATION IS REQUIRED) POC'S EMAIL ADDRESS POC'S PHONE NUMBER AND EXT.

CERTIFICATION OF ELECTION OF COMMISSIONED OFFICER

The Board of Directors of [INTERMEDIATE UNIT OR SCHOOL DISTRICT], [LEA AUN], met according to law and hereby certify that [NAME OF APPLICANT] was elected by a majority vote of [YES] and [No] whereas the yes votes held the majority vote of the Board of Directors as [EXECUTIVE DIRECTOR, SUPERINTENDENT OR ASSISTANT] for a term beginning on the [] day of [], 20[], and ending on the [] day of [], 20[], and that the evidence of eligibility was presented to the Board by the said applicant. Attested to this [] day of [], 20[].

Table with 2 columns: SIGNATURE OF BOARD SECRETARY (REQUIRED), SIGNATURE OF BOARD PRESIDENT (REQUIRED). Row 2: SIGNATURE OF SUPERINTENDENT OR EXECUTIVE DIRECTOR (ONLY REQUIRED FOR ASSISTANT APPLICATIONS)

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the United States and the Constitution of this commonwealth and that I will discharge the duties of my office with fidelity.

Sworn (or affirmed) and subscribed before me

in [] COUNTY, the [] day of [], 20[].

Table with 2 columns: PRINTED NAME OF APPLICANT (REQUIRED), DATE. Row 2: SIGNATURE OF APPLICANT (REQUIRED)

SIGNATURE OF COURT OF COMMON PLEAS JUDGE OR SECRETARY OF EDUCATION