



# Addendum to The Framework for a Teacher Intern Certification Program: Specific Program Guidelines

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## Introduction

Teacher intern certification programs provide an alternate route to certification through an approved Pennsylvania education program provider (EPP). The Pennsylvania Department of Education (PDE) aims to decrease the time for EPPs to develop and deliver new teacher intern certification programs. While this document has been created to support the work of EPPs, providers should continue to consult existing guidelines for establishing new post-baccalaureate programs. Furthermore, this document does not address the [Career and Technical Intern Certificate Guidelines](#).

The first half of this document highlights key elements of delivering a teacher intern certification program and offers general insights for EPPs, local education agencies (LEAs), and teacher intern certification candidates. The second half of the document aids EPPs in better understanding the approval process when establishing teacher intern certification programs. Furthermore, throughout this document the department clarifies terminology associated with intern certification preparation programs.

## What is an Intern Certificate?

- An Intern certificate issued in accordance with 22 Pa. Code § 49.91 and §49.92 is a type of certificate (Type 51) qualifying a person to teach (Section 1201 and 1203). Therefore, an intern certification preparation program must prepare a candidate to teach. The candidate will teach in the area for which the candidate has passed a content test prior to admission into the intern certification preparation program.
- An Intern Certificate is valid for three years of service.
- The Intern certificate is a professional certificate that may be issued only to an applicant who is a graduate of an accredited four-year college or university.
- During the first year, the applicant shall complete all tests and enroll in an authorized program.
- The certificate requires continuing enrollment in a state-approved teacher intern program.
- This certificate cannot be renewed.

- The Intern Certificate will be issued for the period necessary for the candidate to complete the approved intern program, but this period will not exceed three years of service.

## What are the benefits of an Intern Certificate over an Emergency Permit?

While PDE offers LEAs two options with educational obligations to staff classrooms – Intern Certificate and Emergency Permit – LEAs, candidates, and EPPs are better served when an Intern Certificate option is used over an Emergency Permit (01) and (04).

- **For LEAs**, the Intern Certificate provides an assurance that the vacant position will be filled by an individual who has subject matter competency, and the individual is enrolled in a certification program that leads to an Instructional I certificate. The LEA does not pay for the Intern Certificate every year as it does for the Emergency Permit.
- **For candidates**, the Intern Certificate provides an assurance that upon successful completion of the intern certification program, the Intern Certificate can be converted to an Instructional I certificate for an additional fee. Additionally, the courses completed to maintain an Intern Certificate are a component of an approved program unlike the courses required to maintain an Emergency Permit with educational obligations. Moreover, the Intern Certificate remains valid for three (3) years of service.
- **For EPPs**, the Intern Certificate provides a mechanism for monitoring course enrollments of post-baccalaureate students. This monitoring allows EPPs to plan for known needs versus an Emergency Permit holder's educational need.

## Key Program Elements

The teacher intern certification program is an alternate route to certification through an approved Pennsylvania EPP.

- As the EPP delivers a teacher intern certification program to prepare candidates to meet Pennsylvania Instructional I certification requirements, candidates must already possess a bachelor's degree and have successfully passed an appropriate subject matter test.
- Intern certification programs only prepare individuals for instructional subject areas and are not applicable to preparing individuals seeking certification as educational specialists, administrators, or supervisors.
- EPPs are reminded that at the conclusion of a teacher intern certification program, successful candidates receive the same Instructional Level I certificate as traditional post-baccalaureate candidates.
- Therefore, teacher intern certification programs should demonstrate how candidates have acquired the same competencies acquired by candidates in a traditional post-baccalaureate preparation program.
- However, the EPP must provide teacher intern certification programs that are tailored to the specific and unique needs of the highly qualified candidates who enter these programs and who have demonstrated competency in a subject area.

A teacher intern must successfully complete the subject matter test in the area of certification for which they intern prior to enrolling. Additionally, unlike those enrolled in a traditional post-baccalaureate program, the candidate of an intern certification program is the teacher of record.

- As such, teacher intern certification programs should provide flexible and accelerated pedagogical training to teacher interns who have demonstrated competency in a subject area (22 Pa. Code 49.91(c)).
- Furthermore, candidates in a teacher intern certification program may require different supports from those in a traditional post-baccalaureate program both during and upon graduation from the program. Section 49.91(a) provides that a teacher intern certification program may include an induction (22 PA. Code §49.91(a)) and for these reasons, teacher intern preparation programs are encouraged to develop and maintain a support program for their new teacher candidates.
- An additional role of the EPP delivering the teacher intern program is to provide access to professional networking, resource information, and job placement services.

## **PDE Review and Approval Process**

To accelerate the approval process for a teacher intern certification program, an EPP must have an approved and operating traditional post-baccalaureate program in the content area and grade levels of the intended intern certification program. Post-baccalaureate programs are programs beyond the undergraduate level. Therefore, to obtain approval to establish and deliver an intern certification program through this process, EPPs must use one of the following options as the foundation of the new program:

- **Option 1 – Traditional stand-alone post-baccalaureate program:** Use the approved post-baccalaureate program in the content area that leads to certification only.
- **Option 2 – Degree-embedded program:** Use the approved post-baccalaureate program in the content area that leads to a master's degree or doctoral degree.
- **Option 3 – Re-open an Intern Certification program:** EPPs can create an intern certification program by reopening an intern program on moratorium or using an active intern certification program that is not being used.

## **Assurance Form**

**Options 1 or 2** - Providers using Option 1 or Option 2 as the foundation for establishing a new Internship Certification program must complete and submit the Assurance Form A (Appendix A).

### **Option 1 and Option 2 – The form assures:**

1. The new intern program utilizes the same competencies as the approved post-baccalaureate program used to create the new internship program (*methodology and pedagogy courses should be delivered in the beginning of the intern program*).

2. The program follows all new Chapter 49 and Act 55 guidelines.
3. The program includes the **Advising Sheets**:
  - EPPs should provide candidates with guidance on how to successfully complete an educational preparation program. The advising sheet should function as a tracking document to promote conversation between the EPP and candidate. The advising sheet should provide an individual plan for the candidate to complete the internship certification program.
  - Therefore, to receive approval of an intern certification program, EPPs will submit the advising sheet of the approved traditional or degree-embedded post-baccalaureate program that was used to create the intern program **and** submit the advising sheet that will be used in the intern certification program. The intern certification program advising sheet should be different from the post-baccalaureate program used to create it.
  - The intern advising sheet must include a space to indicate when the candidate passed the content test and applied for the intern certificate. These items should be placed at the beginning of an advisement sheet.
  - The advisement sheet should reflect when the student will complete necessary educational coursework (professional core, assessment, methods, and other pedagogy related courses). Note: Candidates in the intern certification program should not be required to enroll in content only courses because the candidate has passed the relevant content test(s).
  - EPPs provide insights on when the candidate will be advised to convert the Intern Certificate to an Instructional I Certificate.
  - EPPs indicate the timing of the EPP Observation. Note: EPP should observe the candidate at least once per month during the intern practicum and complete the PDE 430 at least twice.
4. The program includes candidate and new teacher supports: Describe how the program provider will provide a range of high-quality supports during and following the program.
5. If established after August 2025, the program has a matrix that includes the new Chapter 49 competencies (if a new matrix already exists due to submission of the new competency assurance forms, then no matrix needed with this assurance form).

**Option 3** - For providers to create a new intern certification program using the third option (Re-open an Intern Certification Program), the EPP must submit the Assurance Form B (Appendix B).

**Option 3 – The form assures:**

1. Intern programs on moratorium are reapproved by the IHE.
2. A reapproved intern program includes 18-24 credits.
3. The program includes a new advising sheet.
4. If established after August 2025, the program has a matrix that includes the new Chapter 49 competencies (if a new matrix already exists due to submission of the new competency assurance forms, then no matrix needed with this assurance form).

## **EPPs should understand:**

- Currently, the PDE review of Assurance Forms comes at no cost to the EPP.
- Each approved intern certification program will be subject to the provider's Major Review process as defined by PDE.
- PDE may request a copy of the program design, ask for additional information beyond what is outlined within this document, and/or request a site visit at any time for review and verification of program assurances.

## **Approval**

After submission of the intern certification program assurance form, PDE will review and extend approvals (or communicate any issues) within 4-6 weeks (unless otherwise communicated). Upon the review of all documentation, PDE will issue initial approval for the program. The program provider may then begin to enroll students.

## **Additional Information**

Individuals reading this document should consult the existing [Teacher Internship Guidelines](#) (PDF) for further information applicable to teacher intern certification programs. This section provides additional insights for EPPs, LEAs, and teacher candidates:

## **Final Note to EPPs**

- If an intern-certificated candidate cannot find a position at a school entity, the EPP must convert the candidate's enrollment to a traditional post-baccalaureate program and find the student a placement for the 12-week minimum supervised teaching experience. If an intern-certificated candidate is ready for student teaching but not working for a school entity, then the student cannot be enrolled in an Intern program and will be a traditional post-baccalaureate candidate.

## **Contact Information**

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## Appendix A



Pennsylvania  
**Department of Education**

### **Teacher Intern Certification Program Assurance Form A for Program Approval – Options 1 and 2**

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College/University Name:

Contact Person's Name:

Contact Person's Title:

Email:

Phone:

**Indicate the title of the new teacher intern certification program and level:**

**Indicate degree awarded:**

- Certification track only    Master's degree    Doctoral degree

**Program competencies:** Does the new intern program utilize the same competencies as the approved post-baccalaureate program used to create the new internship program?

- Yes    No

**Does the new intern program comply with all current Chapter 49 and Act 55 requirements?**

- Yes    No

**Submit advising sheets:**

- Copy of new intern certification program **and**  Copy of approved post-baccalaureate program used to create the new intern program.

**Candidate and new teacher supports:** Describe how the program provider will provide a range of high-quality supports during and following the program.

**If established after August 2025:** Include the new Chapter 49 competencies (if a new matrix already exists due to submission of the new competency assurance forms, then no matrix is needed with this assurance form).

**Signature:** By signing this assurance statement, I \_\_\_\_\_ ,  
as a representative of the above-mentioned program provider, agree to develop and implement  
the certification program (name) based on the (program name) guidelines. The program  
provider understands that each approved program will be subject to the provider's Major Review  
process as defined by the Pennsylvania Department of Education (PDE). The program provider  
also understands that PDE may request a copy of the program design or request a site visit at  
any time for review and verification of program assurances.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B



Pennsylvania  
**Department of Education**

### Teacher Intern Certification Program Assurance Form B for Program Approval – Option 3

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College/University Name:

Contact Person's Name:

Contact Person's Title:

Email:

Phone:

**Indicate the title of the re-opened teacher intern certification program and level:**

**Confirm degree to be awarded:**

- Certification track only    Master's degree    Doctoral degree

**Institution approval:** Did the college/university approve re-opening and using the previously approved teacher intern certification program?

- Yes    No

**Does the reopened intern certification program comply with all current Chapter 49 and Act 55 requirements?**

- Yes    No

**Submit program competencies matrix.**

**Submit advising sheets:**

- Copy of new intern certification program **and**  Copy of approved post-baccalaureate program used to create the new intern program.

**Candidate and new teacher supports:** Describe how the program provider will provide a range of high-quality supports during and following the program.

**If established after August 2025:** Include the new Chapter 49 competencies (if a new matrix already exists due to submission of the new competency assurance forms, then no matrix is needed with this assurance form).



**Signature:** By signing this assurance statement, I \_\_\_\_\_ , as a representative of the above-mentioned program provider, agree to develop and implement the certification program (name) based on the (program name) guidelines. The program provider understands that each approved program will be subject to the provider's Major Review process as defined by the Pennsylvania Department of Education (PDE). The program provider also understands that PDE may request a copy of the program design or request a site visit at any time for review and verification of program assurances.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_