



# Pennsylvania Emergency Permit Re-issuance Background Collection Form PDE 338 G

(For 04 Long-Term Substitutes with No Education Obligation or 06 Day-to-Day Substitutes)  
(Refer to the instructions included with this two-page form)

## Section 1 – Personal Information (please print or type)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Pennsylvania Personnel ID (PPID): \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Daytime Telephone: Home/Cell: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please list all former name(s) beginning with the most recent:

Last	First	Middle Initial

Are you a United States Citizen?

Yes

No - If you check this box you must apply online using the [Teacher Information Management System \(TIMS\)](#) unless teaching a World Language

## Section II – Background

Read and answer each question *carefully* to ensure that you have selected the appropriate check box. Incorrectly checking a box may significantly delay the processing of your application. Please refer to the instruction sheet for further information.

1. Have you ever been the subject of a child abuse investigation or report in this or any other state, territory or country? (If yes, read the instructions for this question first, then indicate whether the investigation or report is pending, unfounded, indicated, or founded by checking the appropriate box.)

Yes:

Pending

Unfounded

Indicated

Founded

No

Name:

Date:

PPID:

2. Are you currently the subject of any misconduct investigation by an employer? (If yes, refer to instructions.)
- Yes  
 No
3. Have you ever resigned from or otherwise left any employment (e.g., settlement agreement) while allegations of misconduct were pending, or under investigation? (If yes, refer to instructions.)
- Yes  
 No
4. Is there disciplinary action pending by a licensing agency in this or any other state, territory, or country? (If yes, refer to instructions.)
- Yes  
 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, refer to instructions.)
- Yes  
 No
6. Have you ever been convicted of a crime classified as a misdemeanor or felony in this state or any other state, territory, or country? (If yes, refer to instructions.) *(For purposes of this question, convicted includes pleas of nolo contendere and guilty pleas. However, summary offenses do not need to be acknowledged.)*
- Yes  
 No
7. Are criminal charges pending against you, or are you the subject of an inquiry or investigation by a law enforcement agency in this or any other state, territory, or country? (If yes, refer to instructions.)
- Yes  
 No

### Section III – Code of Conduct

The Pennsylvania Code of Professional Practice and Conduct for Educators, which may be found on the PDE website, sets forth the standards for professional practice for Pennsylvania professional educators. All professional educators are expected to conduct themselves in accordance with the code. Failure to do so may result in professional discipline. Indicate that you have read the code by checking the box below.

- I certify that I have read and will abide by the Code of Professional Practice and Conduct for Educators.

### Section IV – Affidavit

*I certify that the information provided in this application, including all statements and documentation, is correct and true. I understand that the falsification of any statement or document may result in professional discipline, including revocation of my Pennsylvania certificate.*

---

Signature of Applicant

Date

# Pennsylvania Emergency Permit Re-issuance Background Collection Form PDE 338 G Instructions

---

*Print with dark blue or black ink*

## Section I: Personal Information

1. Print your last name, first name, and middle initial.
2. Print your Pennsylvania Personnel ID (PPID), available in TIMS or from the Act 48 website.
3. Print your complete address and zip code.
4. Print your date of birth.
5. Print your telephone numbers in the event you must be contacted.
6. Print your current e-mail address.
7. Print former names, if applicable.
8. Please state your citizenship status by checking the “yes” or “no” box. If you are not a U.S citizen, you must apply online using the Teacher Information Management System (TIMS) unless you are teaching World Languages.

## Section II: Background

If you answered “pending,” “unfounded,” “founded,” “indicated,” or “yes” to any question, you must apply online using the [Teacher Information Management System \(TIMS\)](#) and supply the additional documentation indicated in the link included in the question.

## Section III: Code of Conduct

Review the [Pennsylvania Code of Professional Practice and Conduct for Educators](#) and check the box indicating that you have read and will abide by Pennsylvania’s Code of Professional Practice and Conduct for Educators.

## Section IV: Affidavit

**Complete the Affidavit section by signing and dating the form.** Your signature certifies that all the information provided is correct and true. Misrepresentation/ falsification may result in professional discipline and the revocation of your Pennsylvania certificate.

### COMPLETING THE FORM

**Return this completed form to the Local Education Agency** (school district, intermediate unit, vocational school, charter school) requesting the emergency permit.

**Do not send this form to the Pennsylvania Department of Education unless specifically requested.**