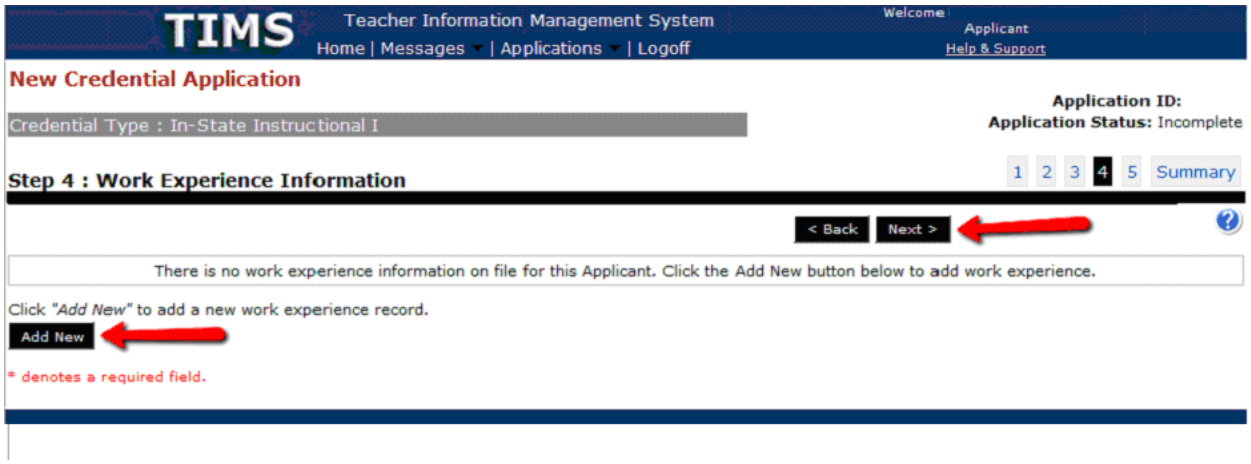
6.5.4 Viewing and Adding Work Experience Information

From this screen, you will be able to view all Work Experience information currently on file. If you have no Work Experience on file, you will see the message in the center of the screen. If you do have work experience information, it will appear here.

If you have no Work Experience to add, click "Next" to go to the next screen.

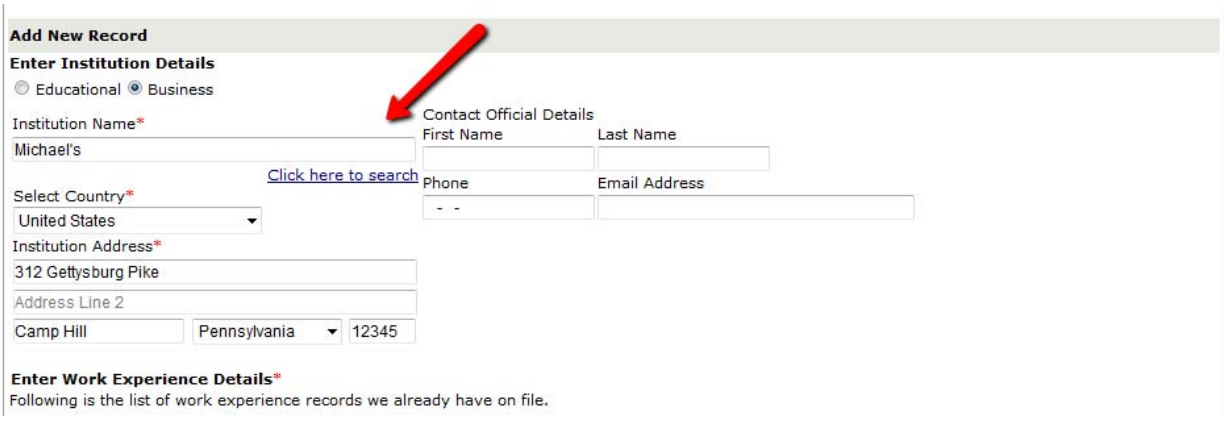
If you wish to add Work Experience Information, click "Add New". It is important that **you add this work experience information if you are applying for:**

- **A Level II, Supervisory or Administrative credential which requires experience verified by a Pennsylvania PK-12 Educational Entity. The Pennsylvania PK-12 Educational Entity will then verify your experience online through TIMS.**
- **A Vocational credential which requires 2 years of full-time, wage earning experience to qualify for the credential.**

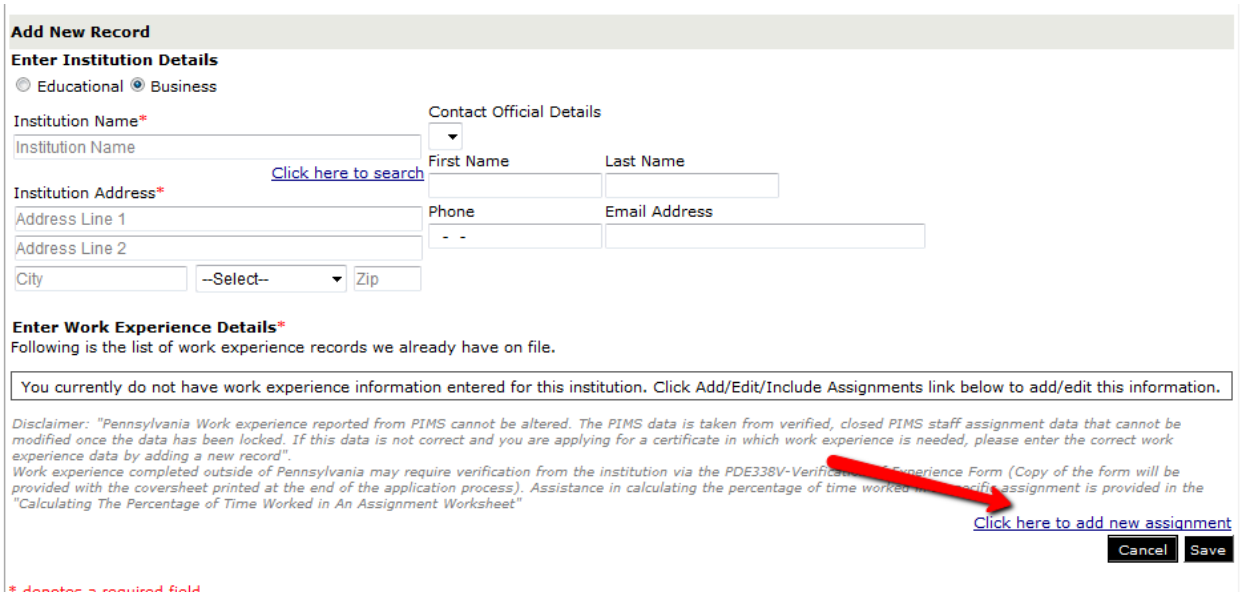


The page will expand. Complete the information requested.
When you select the radio button for:

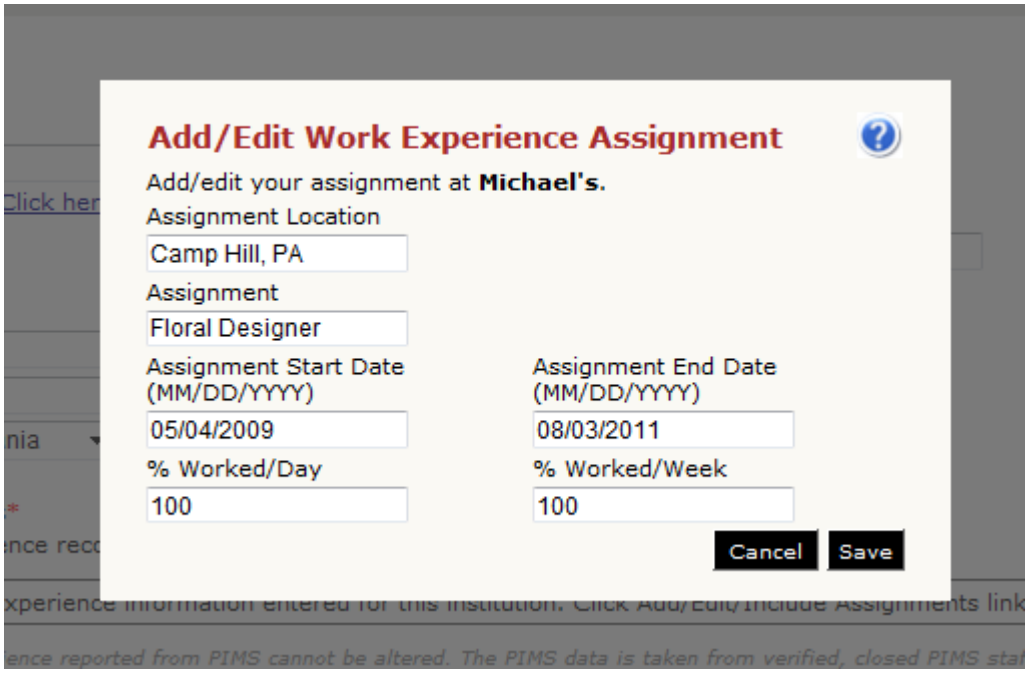
- Educational -- the Pennsylvania PK-12 Educational Entity lists will display in the drop down
- Business -- it will allow you to enter the name and address of the business in which you received your work experience RELEVANT to the credential you are requesting.



After entering Educational or Business information and selecting Contact Official Details, click “Add New Work Assignment”.



You will then get a popup window where you will be required to enter your work experience applicable to this application. Enter all information and click “Save”.



The work experience now appears on your application.

Enter Work Experience Details*

Following is the list of work experience records we already have on file.

Assignment Location	Assignment	Grade Level	Assignment Start Date	End Date	% Time Assigned	%Worked/ Day	%Worked/ Week	Data Source	Include?	
Camp Hill, PA	Floral Designer		05/04/2009	08/03/2011		100	100	Educator	Yes No	Edit

Disclaimer: "Pennsylvania Work experience reported from PIMS cannot be altered. The PIMS data is taken from verified, closed PIMS staff assignment data that cannot be modified once the data has been locked. If this data is not correct and you are applying for a certificate in which work experience is needed, please enter the correct work experience data by adding a new record".
Work experience completed outside of Pennsylvania may require verification from the institution via the PDE338V-Verification of Experience Form (Copy of the form will be provided with the coversheet printed at the end of the application process). Assistance in calculating the percentage of time worked in a specific assignment is provided in the "Calculating The Percentage of Time Worked in An Assignment Worksheet"

Click here to add new assignment

Cancel Save

If you wish to add another item, click “Click here to add new assignment” and repeat the steps above. If you are satisifed with your response, click “Save”.

Your new record will be added to the Work Section of your Application. When satisfied with your selections, click “Next”.

New Credential Application

Credential Type : Out-of-State Instructional I

Application ID:
Application Status: Incomplete

Step 4 : Work Experience Information

1 2 3 4 5 Summary

< Back Next >

Institution Name	State	Country	No Of Assignments	Work Experience Type	Record Added Date	
Albert Gallatin Area SD	PA	USA	1	Educational	06/24/2011	View
Albert Gallatin Area SD	PA	USA	1	Educational	06/27/2011	View
Albert Gallatin Area SD	PA	USA	1	Educational	06/27/2011	View
Albert Gallatin Area SD	PA	USA	1	Educational	07/18/2011	View
Albert Gallatin Area SD	PA	USA	1	Educational	07/18/2011	View
Albert Gallatin Area SD	PA	USA	1	Educational	08/30/2011	View
Albert Gallatin Area SD	PA	USA	1	Educational	08/30/2011	View
Harrisburg City SD	PA	USA	1	Educational	09/08/2011	View
Penn State/ Dickinson Sch of Law	PA	USA	1	Educational	09/08/2011	View
Albert Gallatin Area SD	PA	USA	2	Educational	09/08/2011	View

1 2

Click "Add New" to add a new work experience record.

Add New