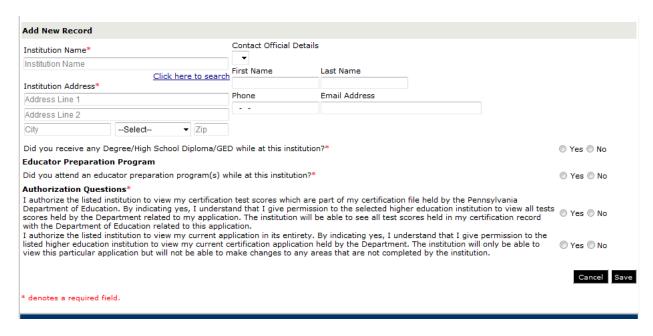
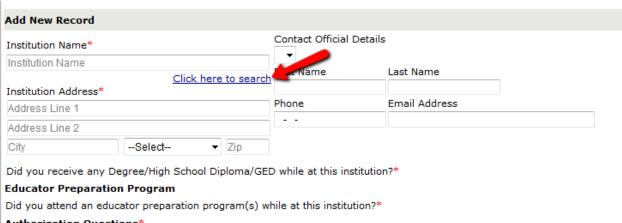


## 6.6.2 Viewing and Updating Your Education Information

The page will expand as shown below.



To begin, you must add the Institution name. Click the hyperlink, "Click here to search".



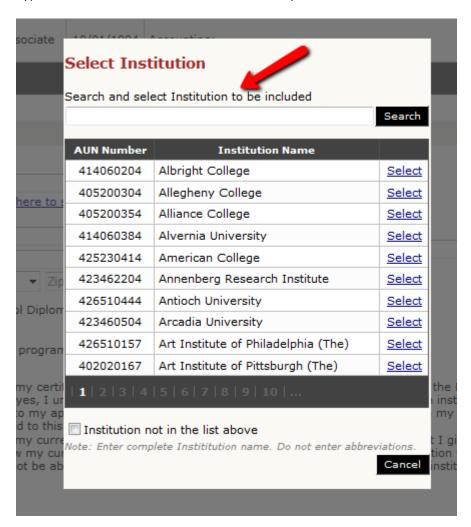
Authorization Questions\*

I authorize the listed institution to view my certification test scores which are part of my certification file held by the Pennsylva Department of Education. By indicating yes, I understand that I give permission to the selected higher education institution to scores held by the Department related to my application. The institution will be able to see all test scores held in my certificati with the Department of Education related to this application.

I authorize the listed institution to view my current application in its entirety. By indicating yes, I understand that I give permi listed higher education institution to view my current certification application held by the Department. The institution will only t view this particular application but will not be able to make changes to any areas that are not completed by the institution.

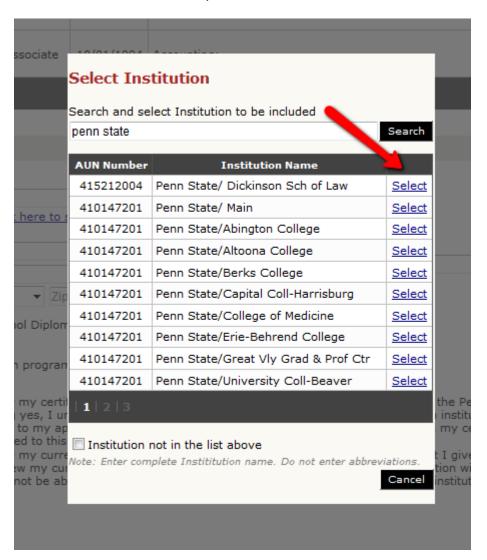


Type in the name of the Education Institution you wish to add and click "Search".





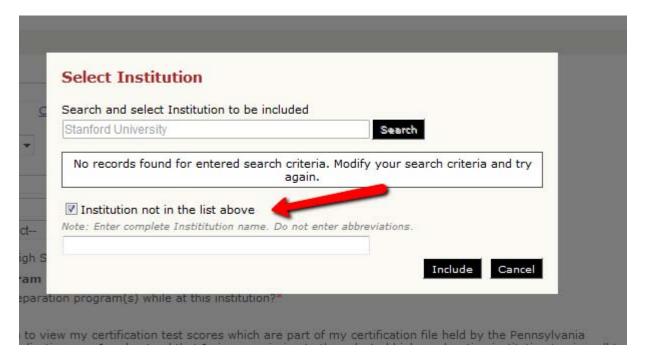
Click "Select" for the Institution you wish to choose.



If the Institution you expected is returned, click "Select". If not, revise your search criteria and try again. Please note that only Pennsylvania Institutions are included in the system list. If you are searching for an Institution that is outside the Commonwealth of PA, please follow the instructions below.



If your Institution is not returned, click on the box next to "Institution not in the list above".



Retype the full Institution Name (no abbreviations) in the indicated blank box, then click on "Include this Institution Name".





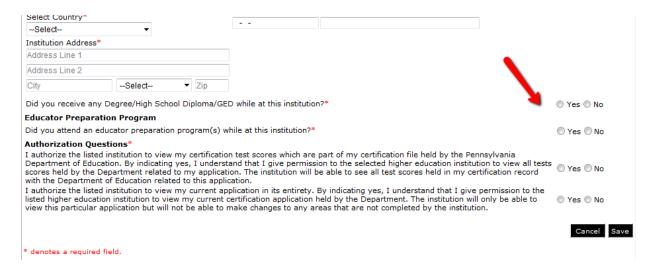
You will be directed back to the "View Educational Institution Details" screen where you will see that your selection has been added under "Institution Name".



You will be required to fill in all remaining information in this section before continuing.



You must then respond to the series of questions by clicking either "Yes" or "No".





If you click "Yes" to receiving a degree, diploma or GED while at this institution, additional drop down boxes will appear. You must complete all information before continuing.

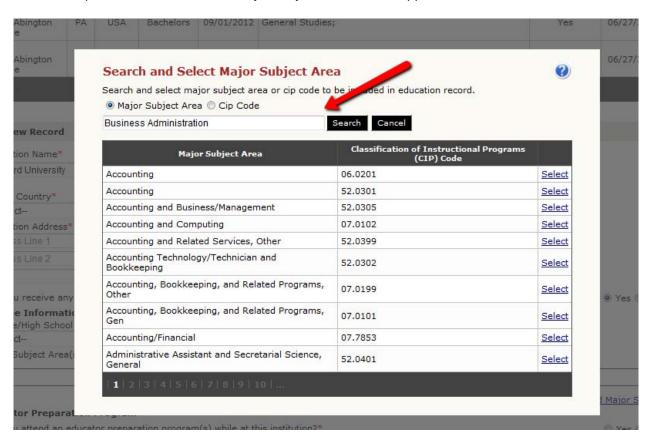


You will also be required to enter information for the Major Subject Area. Click on the hyperlink, "Click here to add Major Subject Area".

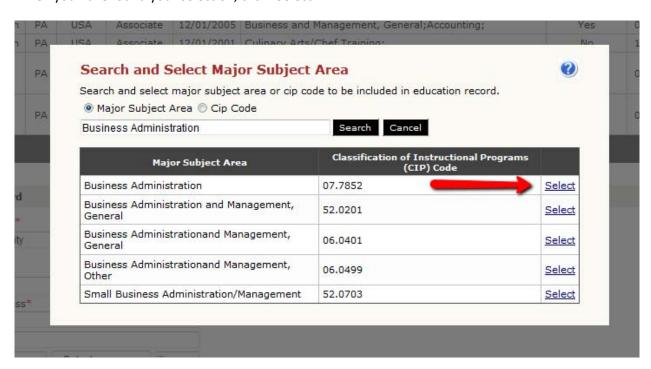




A pop up box will appear. Make your selection by first clicking the radio button by either "Major Subject Area" or "Cip Code". Then enter the Major Subject Area for this Application and click "Search".



When you have found your selection, click "Select".



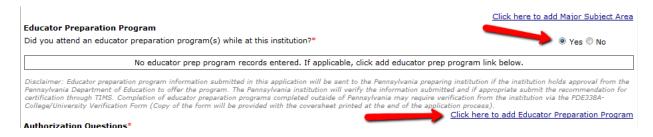


Your selection will be populated under the "Major Subject Area".



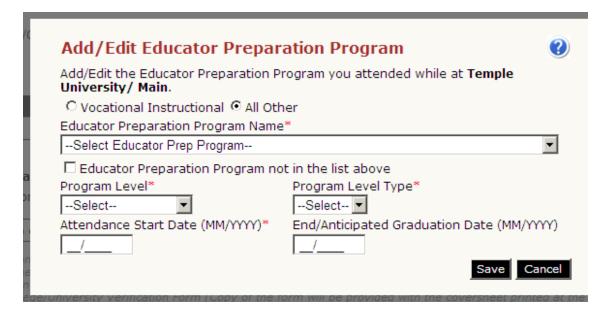
If you wish to add another Major Subject Area, click the hyperlink "Click here to add Major Subject Area" and follow the steps above. If not, continue to the remaining questions.

You will then be asked to respond "Yes" or "No" to indicate whether or not you have attended an Educator Preparation Program while at the Institution you have added. If you click "Yes" to the question, "Did you attend an Educator Preparation Program(s) while at this institution?", the page will expand. Click on the hyperlink "Click here to add Educator Preparation Program". For Pennsylvania approved programs, you must select the Educator Preparation Program so that the institution will be able to affirm your enrollment, student teaching, program completion and recommend you for certification.



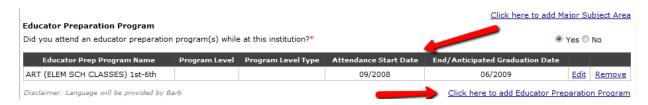
A popup will appear enabling you to add information for the Educator Preparation Program identified in the first sentence.

After filling in all information, click "Save".

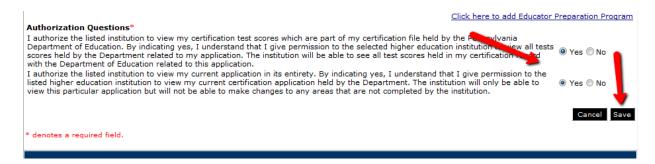




The Educator Prep Program information will appear on your Application. If you would like to add additional Educator Preparation Programs, repeat the process by clicking on "Click here to add Educator Preparation Program".



Finish the Education Information by clicking on "Yes" or "No" next to the two remaining questions and then click "Save".



Your Education Information will be saved to the Summary page. If you wish to add an additional Education Record, Click "Add New" and repeat the steps above. If not, click "Next".

