

**Bucks County Technical High School  
610 Wistar Road  
Fairless Hills, PA 19030**

Thank you for your interest in employment as a substitute teacher at Bucks County Technical High School.

**The following is the required paperwork for substitute teachers who need to apply for an Emergency Permit.**

**STEP I**

- Complete the Standard Application for Teaching Positions in PA Public Schools, which can be found at [www.bcths.com](http://www.bcths.com).
- Complete the Arrest/Conviction Report & Certification Form, which can be found at [www.bcths.com](http://www.bcths.com).
- Attach a resume.
- Provide 2 or 3 Letters of Recommendation
- Request the three (3) Criminal Background Checks (information below).
- Request an official transcript in a sealed envelope from the college/university you attended for your baccalaureate degree. Return it to Bucks County Technical High School.
- Complete PA Department of Education PA Emergency Permit – PDE 338G Form.

**STEP II - Apply for the following 3 criminal background checks:**

**Federal Criminal History Record – FBI Fingerprints**

Fee: \$23.85

- You must register on the Identogo website or by making a phone call prior to going to the fingerprint location.
- Register online at <https://uenroll.identogo.com>.
- Enter the following Service Code: 1KG6NX  
OR
- Schedule an appointment by calling 844.321.2101.
- You will need to bring ID with you to the fingerprint location. Review the attached list of acceptable pieces of identification.
- After you register, print the final page of your registration. You will also receive an email confirmation. Both will have a "UE ID" Code.
- Take the sheet with the "UE ID" Code, your piece of ID, and method of payment with you to the fingerprint location.
- Payment will be made at the fingerprint location with a credit card or money order only.
- Submit the receipt you receive from Identogo.
- Your results will be sent to your email address. You will have one opportunity to open the email and print the results.
- Submit your results and/or your "UE ID" Code.

**Identogo Locations**

225 Lincoln Highway, Ste 100  
Fairless Hills, PA 19030

2824 Street Road  
Bensalem, PA 19020

705 Shady Retreat Road  
Doylestown, PA 18901  
(BCIU #22)

**PA State Police Criminal Record Check:**

Fee: \$22.00

- Access the PATCH system at <https://epatch.state.pa.ua>
- Select "Submit a New Record Check".
- Complete the requested information.
- Submit your credit card information.
- Your result will be either: "No Record" or "Request Under Review".
- Print this page. Send it to me.

**PA Child Abuse History Clearance:**

Fee: \$13.00

Go to <https://www.compass.state.pa.us/CWIS>

- You will need to create an account in order to submit your request.
- You can request that a copy be mailed to your home.
- You will receive an email when your results are complete.

**STEP III - Make an appointment with your physician.**

You must take the School Health Personnel Record to the physician's office for completion. (Be sure you receive the required TB Test).

**STEP IV**

You must provide documentation in order to complete the Form I-9. Please review the sheet entitled List of Acceptable Documents and bring these to school when you submit your paperwork. You may bring only one original item from Column A **OR** one original item from Column B **AND** one original item from Column C. **Copies are not acceptable – you must produce originals.**

**STEP V**

**You will need to go to the PA Department of Education website to apply for an Emergency Permit.**

Log in Instructions:

- Go to [www.education.pa.gov](http://www.education.pa.gov).
- Go to "Educators".
- Click "Certification" from the drop down menu.
- Click "TIMS (Certification Application System) Log In".
- If you need to register for a username and password, click "Register".
- Enter your Username and Password and click "Log In".
- The first time you log in with your username and password, you will need to establish your TIMS profile.
- Subsequently, logging in will take you directly to your dashboard.
- Complete your personal information. Once complete, select "Next" in the upper right corner.
- Affiliation Details. Select "Add New Affiliation". Type in Bucks County Technical High School. Select. Once complete, select "Next" in the upper right corner.
- Background Questions Page. Answer the questions. Place "✓" where appropriate on the page.
- Select "Initiate Permit Request" at the bottom right.

When you have all of the above, contact me set up an appointment.

Karen Moyer  
Human Resources Coordinator  
Bucks County Technical High School  
[kmoyer@bcths.com](mailto:kmoyer@bcths.com)  
215.949.1700 x 2807

/km  
7/2019

## Fingerprint Service Code Form

Service Name: Area Vocations Technical Schools (AVTS)

To Schedule your ten-minute fingerprint appointment, simply visit <https://enroll.identogo.com> and enter the following Service Code

1KG6NX

*Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.*

**Please bring one of the identification documents from the list below to your enrollment appointment.**

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Card/ Document (I-766) with Photo
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)
- Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate



Don't have access to the Internet? You can still schedule an appointment by calling 844-321-2101

**COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA DEPARTMENT OF HEALTH  
SCHOOL PERSONNEL HEALTH RECORD**

**I. Patient Information**

Last Name	First	MI	Sex	Date of Birth
Social Security Number	Home Telephone		Work Telephone	
Mailing Address	Street	City	State	Zip
Usual Source of Medical Care	Physician's Name	Address	Telephone	
Emergency Contact - Name	Relationship	Address	Telephone	

**II. Immunization History**

VACCINE	Enter Month, Day, and Year Each Immunization was Given			BOOSTERS & DATES	
	DOSES				
Diphtheria and Tetanus*	1.	2.	3.	4.	5.
Hepatitis B	1.	2.	3.		
Measles, Mumps, Rubella	1.	2.			
Other _____	1.	Other _____	1.		

\* Tetanus and Diphtheria are usually received in combined vaccines such as DTP, DtaP, DT, or Td

**III. Required Tuberculosis Test Results (as per Regulations of the Department of Health)**

DATE APPLIED	ARM	METHOD	ANTIGEN	MANUFACTURER	SIGNATURE
DATE READ	RESULTS (mm)		SIGNATURE		

For previously known/new positive reactors: \_\_\_\_\_

Chest X-ray: Date: \_\_\_\_\_ Results: \_\_\_\_\_ Other: Date: \_\_\_\_\_ Results: \_\_\_\_\_  
(Attach a copy of the report.) (Attach a copy of the report.)

Preventive Anti-Tuberculosis Chemotherapy ordered:  No  Yes Date: \_\_\_\_\_

IF SIGNIFICANT REACTION WAS REPORTED, THE PHYSICIAN REPORT MUST STATE THAT THE APPLICANT IS FREE FROM CURRENT TUBERCULOSIS DISEASE OR IS UNDER ADEQUATE CHEMOTHERAPY FOR TUBERCULOSIS DISEASE:

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**IV. Significant Medical Conditions (✓)**

	Yes	No	If Yes, Explain:
Allergies .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Asthma .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cardiac .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chemical Dependency .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drugs.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Alcohol.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diabetes Mellitus .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gastrointestinal Disorder .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hearing Disorder.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hypertension .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Neuromuscular Disorder .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Orthopedic Condition.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Respiratory Illness.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Seizure Disorder.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Skin Disorder .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Vision Disorder.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other (Specify).....	<input type="checkbox"/>	<input type="checkbox"/>	_____

**V. Report of Physical Examination (✓)**

	NORMAL	ABNORMAL	NOT EXAMINED	COMMENTS
Height (inches) _____				
Weight (pounds) _____				
Pulse _____				
Blood Pressure _____				
Hair/Scalp				
Skin				
Eyes – Visual Acuity: R _____ L _____				
Eyes – Color Vision				
Ears – Hearing (dB) R _____ L _____				
Nose and Throat				
Teeth and Gingiva				
Lymph Glands				
Heart – Murmur, etc...				
Lungs – Adventitious Findings				
Abdomen				
Genitourinary				
Neuromuscular System				
Extremities				

Are there any special medical problems or chronic diseases which require restriction of activity, medication or which might affect his/her work role? If so, specify \_\_\_\_\_

_____ Physician Name (Print)	_____ Signature of Examiner	_____ Date
_____ Physician Address		

The statements and answers as recorded above are full, complete and true to the best of my knowledge and belief. I understand that any false or misleading statements may cause termination of my employment.

I authorize the physician or other person to disclose any knowledge or information pertaining to my health to the employing authority for whom this examination is performed.

_____ Signature of Employee	_____ Date
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**LISTS OF ACCEPTABLE DOCUMENTS**  
**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.



# pennsylvania

DEPARTMENT OF EDUCATION

## 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 I – Personal Information (please print or type)

1. Last Name	First Name	Middle Initial	2. Pennsylvania Personnel ID (PPID)
3. Address			4. Date of Birth (mm/dd/yyyy)
City/State/Zip Code			
5. Daytime Telephone Home/Cell ( )	Work Phone ( )		6. E-Mail Address
7. Please list all former name(s) beginning with the most recent			8. Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No - If you check this box you must apply online using the Teacher Information Management System (TIMS) unless teaching a World Language
_____	_____	_____	
Last	First	MI	

### 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: <input type="checkbox"/> Pending <input type="checkbox"/> Unfounded <input type="checkbox"/> Indicated <input type="checkbox"/> Founded <input type="checkbox"/> No
2. Are you currently the subject of any misconduct investigation by an employer? (If yes, refer to instructions.)	<input type="checkbox"/> Yes <input type="checkbox"/> 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.)	<input type="checkbox"/> Yes <input type="checkbox"/> 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.)	<input type="checkbox"/> Yes <input type="checkbox"/> 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.)	<input type="checkbox"/> Yes <input type="checkbox"/> 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.) <i>(For purposes of this question, convicted includes pleas of nolo contendere and guilty pleas. However, summary offenses do not need to be acknowledged.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**Note: If you answered Pending, Unfounded, Indicated, Founded, or Yes to any background question listed above, you must apply online using the online Teacher Information Management System (TIMS).**

**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
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**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**

Pennsylvania's Code of Professional Practice and Conduct for Educators may be found at:

[http://www.portal.state.pa.us/portal/server.pt/community/guidelines%2C\\_policies%2C\\_complaint\\_forms%2C\\_reports\\_and\\_related\\_documents/8850/code\\_of\\_conduct/529193](http://www.portal.state.pa.us/portal/server.pt/community/guidelines%2C_policies%2C_complaint_forms%2C_reports_and_related_documents/8850/code_of_conduct/529193).

Review the code at the web address listed above, 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 of 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 the form to the Pennsylvania Department of Education.**

# CHAPTER 235. CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR EDUCATORS

Sec.

- 235.1. Mission.
- 235.2. Introduction.
- 235.3. Purpose.
- 235.4. Practices.
- 235.5. Conduct.
- 235.6. Legal obligations.
- 235.7. Certification.
- 235.8. Civil rights.
- 235.9. Improper personal or financial gain.
- 235.10. Relationships with students.
- 235.11. Professional relationships.

## Authority

The provisions of this Chapter 235 issued under section (5)(a)(10) of the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § 12-1255(a)(10)), unless otherwise noted.

## Source

The provisions of this Chapter 235 adopted June 26, 1992, effective November 1, 1992, 22 Pa. B. 3176, unless otherwise noted.

### § 235.1. Mission.

The Professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

### § 235.2. Introduction

(a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual professional educator. However, in this Commonwealth, a Code of Professional Practice and Conduct (Code) for certificated educators is required by statute and violation of specified sections of the Code may constitute a basis for public or private reprimand. Violations of the Code may also be used as supporting evidence, though may not constitute an

independent basis, for the suspension or revocation of a certificate. The Professional Standards and Practices Commission (PSPC) was charged by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251—12-1268), known as the Teacher Certification Law, with adopting a Code by July 1, 1991. See 24 P. S. § 12-1255(a)(10).

(b) This chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.

### **§ 235.3. Purpose.**

(a) Professional educators in this Commonwealth believe that the quality of their services directly influences the Nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner which places the highest esteem on human rights and dignity. Professional educators seek to ensure that every student receives the highest quality of service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional educators are responsible for the development of sound educational policy and obligated to implement that policy and its programs to the public.

(b) Professional educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the professional educator's valuing the worth and dignity of every person, student and colleague alike; the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles. To those ends, the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

### **§ 235.4. Practices.**

(a) Professional practices are behaviors and attitudes that are based on a set of values that the professional education community believes and accepts. These values are evidenced by the professional educator's conduct toward students and colleagues, and the educator's employer and community. When teacher candidates become professional educators in this Commonwealth, they are expected to abide by this section.

(b) Professional educators are expected to abide by the following:

(1) Professional educators shall abide by the Public School Code of 1949 (24 P. S. § § 1-101—27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public Employee Relations Act (43 P. S. § § 1101.1201(a)(1), (2) and (4) and (b)(1), (2) and (4)) and this chapter.

(2) Professional educators shall be prepared, and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher who has that day become ill; a substitute teacher certified in elementary education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in library science.

(3) Professional educators shall maintain high levels of competence throughout their careers.

(4) Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.

(5) Professional educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.

(6) Professional educators shall impart to their students principles of good citizenship and societal responsibility.

(7) Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.

(8) Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.

(9) Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.

(10) Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

#### **§ 235.5. Conduct.**

Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession. Violation of § § 235.6—235.11 may constitute an independent basis for private or public reprimand, and may be used as supporting evidence in cases of certification suspension and revocation.

#### **§ 235.6. Legal obligations.**

(a) The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251—12-1268), known as the Teacher Certification Law.

(b) The professional educator may not engage in conduct prohibited by:

(1) The Public School Code of 1949 (24 P. S. § § 1-101—27-2702) and other laws relating to the schools or the education of children.

(2) The applicable laws of the Commonwealth establishing ethics of public officials and public employes, including the act of October 4, 1978 (P. L. 883, No. 170) (65 P. S. § § 401—413), known as the Public Official and Employee Ethics Law.

(c) Violation of subsection (b) shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

#### **Cross References**

This section cited in 22 Pa. Code § 235.5 (relating to conduct).

### **§ 235.7. Certification.**

The professional educator may not:

- (1) Accept employment, when not properly certificated, in a position for which certification is required.
- (2) Assist entry into or continuance in the education profession of an unqualified person.
- (3) Employ, or recommend for employment, a person who is not certificated appropriately for the position.

#### **Cross References**

This section cited in 22 Pa. Code § 235.5 (relating to conduct).

### **§ 235.8. Civil rights.**

The professional educator may not:

- (1) Discriminate on the basis of race, National or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status; disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.
- (2) Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.

#### **Cross References**

This section cited in 22 Pa. Code § 235.5 (relating to conduct).

### **§ 235.9. Improper personal or financial gain.**

The professional educator may not:

- (1) Accept gratuities, gifts or favors that might impair or appear to impair professional judgment.
- (2) Exploit a professional relationship for personal gain or advantage.

#### **Cross References**

This section cited in 22 Pa. Code § 235.5 (relating to conduct).

### **§ 235.10. Relationships with students.**

The professional educator may not:

- (1) Knowingly and intentionally distort or misrepresent evaluations of students.

- (2) Knowingly and intentionally misrepresent subject matter or curriculum.
- (3) Sexually harass or engage in sexual relationships with students.
- (4) Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

#### **Cross References**

This section cited in 22 Pa. Code § 235.5 (relating to conduct).

#### **§ 235.11. Professional relationships.**

The professional educator may not:

- (1) Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.
- (2) Knowingly and intentionally distort evaluations of colleagues.
- (3) Sexually harass a fellow employe.
- (4) Use coercive means or promise special treatment to influence professional decisions of colleagues.
- (5) Threaten, coerce or discriminate against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations or standards.

#### **Cross References**

This section cited in 22 Pa. Code § 235.5 (relating to conduct).

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