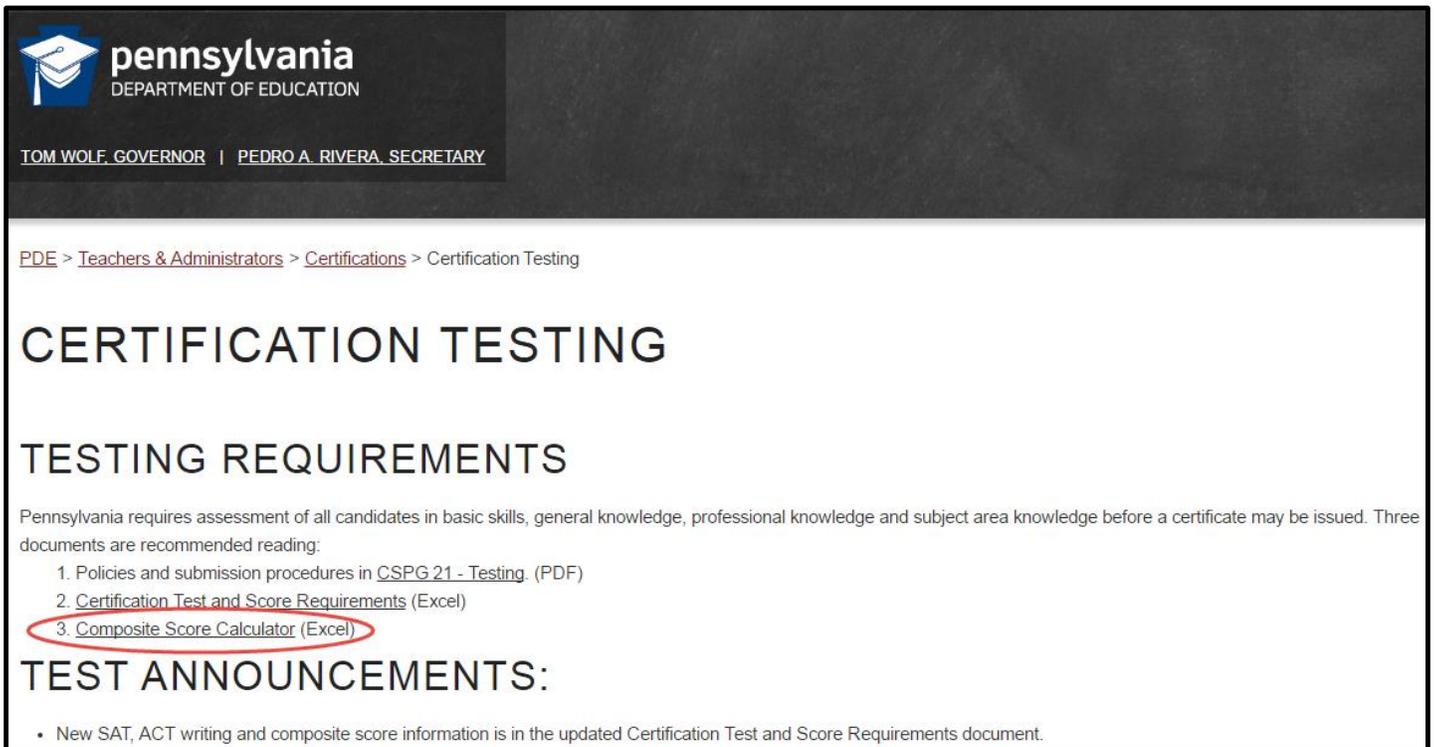


## Step-by-Step Instructions for the PDE Basic Skills Certification Calculator

1. Go to the following link: <http://www.education.pa.gov/Teachers%20-%20Administrators/Certifications/Pages/Certification-Testing.aspx#tab-1>
2. Under the “Testing Requirements” heading, click the “Composite Score Calculator” link.



The screenshot shows the Pennsylvania Department of Education website. The header includes the state logo and the text "pennsylvania DEPARTMENT OF EDUCATION". Below the header, it lists "TOM WOLF, GOVERNOR | PEDRO A. RIVERA, SECRETARY". The main content area has a breadcrumb trail: "PDE > Teachers & Administrators > Certifications > Certification Testing". The title "CERTIFICATION TESTING" is prominently displayed. Underneath, the section "TESTING REQUIREMENTS" is shown. A paragraph explains that Pennsylvania requires assessment of candidates in basic skills, general knowledge, professional knowledge, and subject area knowledge. Three documents are recommended for reading: 1. Policies and submission procedures in CSPG 21 - Testing (PDF), 2. Certification Test and Score Requirements (Excel), and 3. Composite Score Calculator (Excel). The third link is circled in red. Below this, the section "TEST ANNOUNCEMENTS:" is visible, followed by a bullet point stating that new SAT, ACT writing, and composite score information is in the updated Certification Test and Score Requirements document.

3. Clicking the link will prompt an Excel document to download onto your computer. Open the Excel document.
  - a. NOTE: Do NOT save the Excel document to your computer for future use. Using the calculator version downloaded to your computer on a future date may provide incorrect results, as the calculator data for qualifying scores may change and update. Always re-download the Excel document each time you use the calculator.

- The message “Protected View” will appear at the top of the Excel document. Click the “Enable Editing” button.

The screenshot shows the Excel interface with the ribbon at the top (FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW). A yellow banner at the top reads "PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View." A red circle highlights the "Enable Editing" button on the right side of the banner.

Below the banner is the spreadsheet titled "PDE Basics Skills Certification Calculator ver D8.0". The spreadsheet has the following structure:

My Tests <input type="button" value="Clear All Scores"/>	Select PAPA Timeframe Below	My Scores						Do I Qualify?
		Reading <small>Qualifies For Mixed Score Option</small>	Mathematics <small>Qualifies For Mixed Score Option</small>	Writing <small>Qualifies For Mixed Score Option</small>	Total			
ACT - (09/01/2015 - 08/31/2016 Only)						0	No	
ACT - New (09/01/2016 and Later)						0	No	
CORE Academic (Instructional)						0	No	
PAPA (Provide Date Info)						0	No	
SAT - Old (Prior to 03/01/2016)						0	No	
SAT - New (03/01/2016 and Later)						0	No	
PPST (Praxis) (Instructional)						0	No	
<b>Mixed Score Qualification Option:</b>							N/A	

- The messages “Marked As Final” and “Security Warning” will appear at the top of the Excel document. Click the “Edit Anyway” and “Enable Content” buttons.

The screenshot shows the Excel interface with the ribbon at the top. A yellow banner at the top reads "MARKED AS FINAL An author has marked this workbook as final to discourage editing." A red circle highlights the "Edit Anyway" button on the right side of the banner.

Below the banner is another yellow banner that reads "SECURITY WARNING Macros have been disabled." A red circle highlights the "Enable Content" button on the right side of the banner.

Below the banners is the same spreadsheet titled "PDE Basics Skills Certification Calculator ver D8.0" as shown in the previous image.

6. You will now be able to enter your test scores into the chart. Be sure to enter your scores into the appropriate categories based on test type, test date, and test subject area. If your scores meet the Basic Skills requirement, a red “Yes” will appear in the “Do I Qualify?” column.

PDE Basics Skills Certification Calculator ver D8.0							
My Tests  Clear All Scores	Select PAPA Timeframe Below	My Scores					Do I Qualify?
		Reading <small>Qualifies For Mixed Score Option</small>	Mathematics <small>Qualifies For Mixed Score Option</small>	Writing <small>Qualifies For Mixed Score Option</small>	Total		
ACT - (09/01/2015 - 08/31/2016 Only)						0	No
ACT - New (09/01/2016 and Later)						0	No
CORE Academic (Instructional)		170	160	170		500	Yes
PAPA (Provide Date Info)						0	No
SAT - Old (Prior to 03/01/2016)						0	No
SAT - New (03/01/2016 and Later)						0	No
PPST (Praxis) (Instructional)						0	No
Mixed Score Qualification Option:							N/A

PDE Basics Skills Certification Calculator ver D8.0							
My Tests  Clear All Scores	Select PAPA Timeframe Below	My Scores					Do I Qualify?
		Reading <small>Qualifies For Mixed Score Option</small>	Mathematics <small>Qualifies For Mixed Score Option</small>	Writing <small>Qualifies For Mixed Score Option</small>	Total		
ACT - (09/01/2015 - 08/31/2016 Only)						0	No
ACT - New (09/01/2016 and Later)						0	No
CORE Academic (Instructional)		170 Yes		170 Yes		340	No
PAPA (Provide Date Info)						0	No
SAT - Old (Prior to 03/01/2016)			500 Yes			500	No
SAT - New (03/01/2016 and Later)						0	No
PPST (Praxis) (Instructional)						0	No
Mixed Score Qualification Option:							Yes