

## Guide to Applying for a Regular Teacher Certificate at the PRDE

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The process of obtaining a regular teacher certification from the Puerto Rico Department of Education (PRDE) is an essential step for professionals seeking to teach in the island's public education system. PRDE Regulation 9375 of 2022 outlines three pathways to obtaining teacher certification: the traditional route, the recertification route, and the alternative route. The key differences between these pathways are detailed below.

### Traditional Route:

- **Designed for:** Individuals who have completed an academic degree in education.
- **Requirements:**
  - Hold a bachelor's degree in education.
  - Meet the certification requirements established in the regulations for the desired category.
- **Process:**
  - Candidates complete a teacher preparation program that includes general studies, general education, concentration courses, and electives.
  - Must pass the Teacher Certification Tests (PCMAS, for its Spanish acronym) in the required subject areas.

### Alternative Route:

- **Designed for:** Individuals who have at least a bachelor's degree in a discipline other than education.

- **Requirements:**
  - Hold a bachelor's degree in a field unrelated to education.
  - Meet the certification requirements established in the regulations for the category in which certification is requested.
- **Process:**
  - Candidates must complete additional courses in education and teaching methodology to acquire the necessary competencies for the teaching profession.
  - As in the traditional route, passing the Teacher Certification Tests (PCMAS) in the corresponding subject areas is required.

**Recertification Route:**

- **Designed for:** Teachers who already have a regular certificate in one category and wish to become certified in a different area.
- **Requirements:**
  - Hold a regular teacher certificate in a specific category.
  - Complete a minor concentration or specialty of 18 credits in the new area of interest, including at least one course in teaching methodology for that discipline. These courses may be completed at the undergraduate level, graduate level, or a combination of both.
- **Process:**
  - The teacher must complete the required credits in the new area of specialization.
  - Once the courses are completed, the teacher may apply for the new certification with the Puerto Rico Department of Education.

## Process for Requesting a Teaching Certificate

Regardless of the route you choose, the process for obtaining your teaching certification in Puerto Rico is as follows:

### 1. Request your academic transcript:

- **Traditional Route:** You must request an official transcript with a conferred degree from the Office of the Registrar at the Pontifical Catholic University of Puerto Rico (PUCPR). The office will send it once the degree has been awarded.
- **Alternative Route and Recertification:** You only need to request a transcript that reflects the courses taken.
- Please request that it be sent to the following address:

#### **Departamento de Educación de PR**

Certificaciones Docentes

P.O. Box 190759

San Juan, PR 00919-0759

- You can also request the transcript online through the following link: [National Student Clearinghouse](#)
- Additionally, you must request and submit transcripts from all other higher education institutions where you have completed coursework.

### 2. Complete the application on the Department of Education portal:

- Access the Human Resources Portal ([recursoshumanos.dde.pr](https://recursoshumanos.dde.pr)) and submit the application for the corresponding teaching certificate, attaching the required documents.

Once the process is complete, we'd appreciate it if you'd let us know which school you'll be working at. Much success and blessings on your career!