

MARPLE NEWTOWN SCHOOL DISTRICT HUMAN RESOURCES  
36 Media Line Road  
Newtown Square, PA 19073

**ACT 48 FAQ**

Beginning July 11, 2000, Act 48 of 1999 required persons holding Pennsylvania professional educator certification to complete continuing education requirements every five years in order to maintain their certificates in active status.

**\*\*Under Act 118 of 2016, each professional educator's current continuing professional education compliance period shall be extended by one year. This makes the professional development cycle six years effective November 2, 2016 through November 2, 2017.**

***Who is affected by Act 48?***

All educators holding Pennsylvania public school certification including Instructional I and II, Educational Specialist I and II, Administrative, Supervisory, Letters of Eligibility and all vocational certificates.

***What must educators do to comply with Act 48?***

Educators must earn six credits of collegiate study; or six credits of PDE-approved continuing professional education courses; or 180 hours of continuing professional education programs, activities or learning experiences; or any combination of the above every five years to maintain active certification status.

NOTE: Each semester collegiate credit is equal to 30 continuing education hours. All credits and hours must be related to an educator's certificate type or area of assignment, unless enrolled in an administrative program or approved by the school board.

***When does the five-year period begin?***

The five-year period begins on the effective date of issuance of the educator's initial Instructional I certificate. The requirements will be renewed at the end of each five-year period. Each individual's assigned five-year period is based on the date of issuance of his/her Instructional I certificate, or the date of implementation of Act 48 on July 1, 2000, whichever is later. Five-year period beginning dates can change, depending on whether an extension was granted, or if a five-year period was completed after the deadline, in which case a new five-year period is assigned beginning the day after the previous five-year period was completed.

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***How will educators and public school entities know when the five-year period is over?***

At least 12 months prior to the end of the five-year period, PDE will notify both the educator and the public school entity regarding the continuing education status and remaining credit hours, if any, which need to be completed. An additional notification of certification status will be sent at the end of the five-year period; therefore it is important that PDE has a current address for each educator.

***How can I view my progress toward meeting Act 48 requirements (i.e., how does PDE's Professional Educator Record Management System (PERMS) system keep track of my Act 48 hours)?***

To view your progress in meeting your Act 48 requirements, go to the [PERMS webpage](#). Once there, enter your Professional Personnel Identification (PPID) number in the box provided. Your Act 48 reporting period information will be displayed. The webpage will list your specific five-year period, as well as the continuing education courses that have been credited during the reporting period, as well how many hours you still need to complete to satisfy the current reporting period requirements. If you do not have a PPID, you may retrieve your number by following the instructions provided under "Get your Professional Personnel ID."

***Can the credits earned for Level II Certification or a Letter of Master's/Bachelor's Equivalency be applied toward the requirements of Act 48?***

Collegiate credits and continuing professional education credits from Pennsylvania's intermediate units may be applied to the continuing education requirements if earned during the current Act 48 compliance period. The credits must relate to the educator's area of assignment/certification or within a program leading to administrative certification.

***What happens to my certificate if I do not complete the requirements for Act 48?***

If a certificate holder does not complete the requirements of Act 48, the certificate(s) will become inactive after the five-year compliance period and the holder will be disqualified from being employed by a Pennsylvania public school entity as a professional (tenured) or temporary professional (prior to gaining tenured status) employee until all Act 48 requirements have been met.

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***Whose responsibility is it to monitor an educator's credits or hours, and/or correct discrepancies with an educator's hours or credits reported?***

It is the responsibility of the educator to monitor their record of credits or hours on TIMS during the five-year period. It is also their responsibility to contact the provider to correct any discrepancies in credits or hours reported.

***Whose responsibility is it to submit documentation of Act 48 credits/hours to PDE?***

Act 48 providers submit the credits/hours earned by the educators to PDE. PDE's policy is that credits and hours should be submitted within 30 days of completion. ***However, the educator is responsible for making a college or university aware that he/she wants the credits reported to PDE.*** Educators should contact their Pennsylvania college registrar for procedures to ensure credits will be submitted electronically to the department. Collegiate credits earned outside of Pennsylvania must be submitted on an official college-sealed transcript to: Act 48 Transcripts, Division of Planning, Pennsylvania Department of Education, 333 Market Street, 3rd Floor, Harrisburg, PA 17126-0333. The department will only accept transcripts received directly from higher education institutions. Effective January 1, 2015, PDE began accepting electronic transcripts (eTranscripts) from institutions of higher education for the purpose of documenting completion of Act 48 continuing professional education requirements. eTranscripts are submitted to PDE via the following email address: [ra-edact48etrscript@pa.gov](mailto:ra-edact48etrscript@pa.gov)

***Options to Complete Requirements for Act 48:***

1. NEW INSTRUCTIONS TO GET TO FREE Online Courses:

PDE provides FREE online courses for PA certified educators to earn Act 48 non-college credit/professional development hours now available through PDE's Standards Aligned Systems web portal.

To access these FREE online courses, please go to: <http://pdesas.org> and follow instructions listed below. (There have been upgrades to this SAS page, and there will be many popups along the way explaining how to navigate the new site)

- At top right of page, click on LOGIN
- On next page, click on JOIN NOW
- Next at top of page, under your name, click down arrow next to My SAS
- Next page, click on the PD CENTER icon which looks like a wreath.
- You may be asked to login again.
- A page will pop up telling you what to do next...

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- Next, at top right of page click on the MENU to see the information regarding the NEW FREE course catalog.

2. For available classes in your PA area Intermediate Unit go to:

- [www.education.pa.gov](http://www.education.pa.gov)
- At lower left of page, click on PDE ONLINE SERVICES
- Choose ACT 48/PERMS
- Next, click on View Current Course Offerings
- Click the down arrow in the Provider box, choose the IU and click Search to see course offerings

3. For other approved providers of non-college-credit professional development hours:

- Click on View Approved Providers
- At right side, in County box, click the down arrow and choose Out of State or particular County and click Search

4. Maple Newtown School District Activities – **My Learning Plan**

Please review the following information; it will help you navigate the system.

- **Rose Vannicolo (4224) or Donna Reynolds (4264) will field all questions about Users such as Act 48 and Flex time questions.**
- **Rose Vannicolo (4224) or Donna Reynolds (4264) will field all questions about Activities, such as enrollment, sign-in sheets, workshop proposals, etc.**
- **Jenn Canavan (4380) will field all questions regarding Tuition Reimbursement.**

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**Helpful Reminders:**

- Make sure your personal information is correct in “My User Profile”
- Please make sure that you sign the sign-in sheet for your activity
- Original sign-in sheets must be sent to Rose at the Administration Building
  - It is recommended that leaders of workshop keep a copy
- After you have attended a workshop or professional development activity, you have **30 days** in which **to complete the evaluation.**
- Please use the correct form(s):
  - **Professional Development Activity Request** form – is for all activities for which you are seeking Flex time or District reporting of Act 48. All activities need Administrative approval.
  - **Workshop Proposal** form – is for workshops that you are sponsoring for your colleagues.
  - **Tuition Reimbursement** form – is for tuition classes that you expect to be reimbursed for. Directions are at the top of the form along with submission dates and information concerning required documentation.
- **Tips and guides for using MLP** are in the File Library under District File List. The File Library List is located on the **Learning Plan** tab under My Info on the left side of the page. Click on **My File Library** and you will see the list.