

## REQUEST TO REPORT ACT 45 CREDITS TO P.D.E.

Complete and return this form if you would like your Saint Francis University credits reported to the Pennsylvania Department of Education for Act 45 credits. Credits are not automatically reported to PDE; we must receive a request form from the student to report credits to PDE.

Date of Request: \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

SS# \_\_\_\_\_ Professional Personnel ID \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

School District \_\_\_\_\_ Administrative Title \_\_\_\_\_

### Courses to report to PDE

Course ID	Course Title	Semester/ Year	Course Start month/date/year	Course End month/date/year	Credits

Transcript     Letter     Emailed to Completer    Initial \_\_\_\_\_ Date \_\_\_\_\_

Return form to: Graduate Education Department, Saint Francis University, PO Box 600, Loretto, PA 15940  
(814) 472-3864 fax  
Questions, call Linda A. Kline, Graduate Education at (814) 472-3147 lakline@francis.edu  
or Melissa Peppetti, Director of Graduate Education at (814) 472-3068 mpeppetti@francis.edu

Act 45 of 2007 requires all professional educators who are employed as certified school and system leaders to complete their Act 48 continuing professional education requirements in Pennsylvania Inspired Leadership (PIL) programs either offered or approved by the Pennsylvania Department of Education.

### **FROM THE PENNSYLVANIA DEPARTMENT OF EDUCATION – IMPORTANT NOTICE ABOUT TEACHER CERTIFICATION**

At least 12 months prior to the end of the five-year period, the Department will notify educators regarding their continuing education status and the remaining credits/hours, if any, to be completed. The department will again notify the educator at the end of the five-year period.

Information regarding Act 45 requirements and your continuing education status is available through the Department's web pages at [www.pde.state.pa.us](http://www.pde.state.pa.us).