

REQUEST TO REPORT ACT 48 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 48 credits. Credits are not automatically reported to PDE. **Please note that 6 credits will meet the Act 48 requirements of PDE. Thank you.**

Date of Request: _____

Name _____ PPID _____

Address _____

Phone _____ E-mail _____

Do you already hold a Pennsylvania teaching certificate?

Yes No Area of Certification _____

Courses to report to PDE

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

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**

Office Use Only		
<input type="checkbox"/> Verify transcript	<input type="checkbox"/> Verify PDE website	<input type="checkbox"/> Letter Sent
Course: _____	Semester dates: _____	Credits: _____
Course: _____	Semester dates: _____	Credits: _____

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

In November 1999, the state legislature passed Act 48 which requires all persons holding Pennsylvania professional educator certification to complete continuing education requirements every five years in order to maintain their Level I and Level II certificates as active. **The law applies to all public school certificate holders no matter where they are, what they are doing or when their certificates were issued. Inactive certification will prevent an educator from serving in a professional position in the public schools of the Commonwealth.**

Educators must maintain their certificates as active by earning 6 collegiate credits or 6 PDE-approved in-service credits or 180 continuing education hours or any combination of the above every five calendar years. The first five-year period began on July 1, 2000 and included the 600,000-plus educators whose records are maintained by the Bureau of Teacher Certification and Preparation at the Dept. of Education.

Educators who are not employed as professional or temporary professional employees by public school entities may elect to request voluntary inactive certification status from the Department in order to suspend the requirements of Act 48.

Information regarding Act 48 requirements and your continuing education status is available through the Department’s web pages at www.pde.state.pa.us.