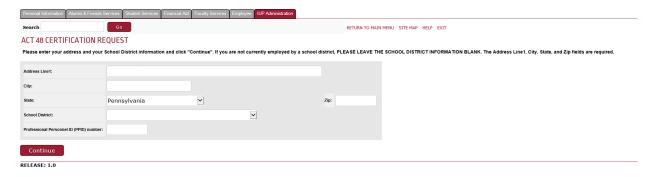
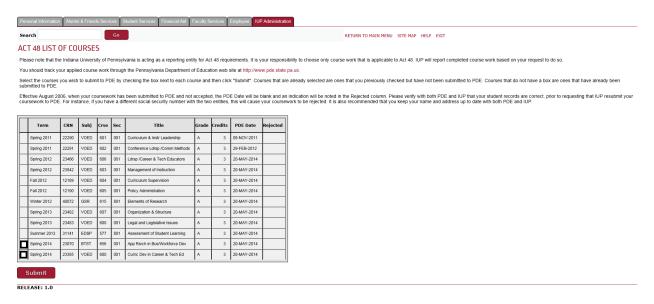
## **Act 48 Course Request**

- Upon successful completion of a credit-bearing course, professional PA educators can electronically request IUP to submit their credits to the Pennsylvania Department of Education for ACT 48 inclusion by following these steps:
  - Log into MyIUP and click on Academics. You will find Act 48 course request for PA certified teachers in the "Academic Record" portlet which will allow you to apply online.
  - Verify the address and school district, provide your PPID (<u>Act 48 Professional Education Record</u>
    <u>Management System (PERMS)</u>) and click on *Continue*.



 Place a check in the box in front of any course that has not yet been sent to PDE and click on Submit.



o If you don't have a MYIUP account, <u>claim your account</u> to get MyIUP access. (Note: If you last attended prior to fall 2000, complete a paper <u>Act 48 Credit Courses Certification Form</u>.

Course work is submitted to PDE via data file every week. You will receive a letter from the assistant registrar when your coursework has been reported and accepted.