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 (PDE) for ACT 48 inclusion by following these steps:

- Log into MyIUP. Look for the **Act 48 Course** card. If you don't have it on your home page, then scroll down and click on the **Discover More** link. In the search box in the top left, type in "Act 48 Course". Click on the bookmark icon in top right corner to add to your home page.
- In the **Act 48 Course** card, click on the link, "Act 48 course request for PA-certified teachers" which will allow you to apply online.
- Verify the address and school district, and provide your PPID (Act 48 Professional Education Record Management Systems (PERMS) and click on *Continue*.

ACT 48 CERTIFICATION REQUEST

Please enter your address and your School District information and click "Continue". If you are not currently employed by a school district, PLEASE LEAVE THE SCHOOL DISTRICT INFORMATION BLANK. The Address Line1, City, State, and Zip fields are required.

Address Line1:	
City:	
State:	-None-	Zip:
School District:	- Not Currently Employed by a School District -
Professional Personnel ID (PPID) number:	

[Continue]

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

| Personal Information | Alumni & Friends Services | Student Services | Financial Aid | Faculty Services | Employee | IUP Administration |

Search [____] [Go]   RETURN TO MAIN MENU   SITE MAP   HELP   EXIT

ACT 48 LIST OF COURSES

Please note that the Indiana University of Pennsylvania is acting as a reporting entity for Act 48 requirements. It is your responsibility to choose only course work that is applicable to Act 48. IUP will report completed course work based on your request to do so.

You should track your applied course work through the Pennsylvania Department of Education web site at http://www.pde.state.pa.us.

Select the courses you wish to submit to PDE by checking the box next to each course and then click "Submit". Courses that are already selected are ones that you previously checked but have not been submitted to PDE. Courses that do not have a box are ones that have already been submitted to PDE.

Effective August 2006, when your coursework has been submitted to PDE and not accepted, the PDE Date will be blank and an indication will be noted in the Rejected column. Please verify with both PDE and IUP that your student records are correct, prior to requesting that IUP resubmit your coursework to PDE. For instance, if you have a different social security number with the two entities, this will cause your coursework to be rejected. It is also recommended that you keep your name and address up to date with both PDE and IUP.

	Term	CRN	Subj	Crse	Sec	Title	Grade	Credits	PDE Date	Rejected
	Spring 2011	22290	VOED	601	001	Curriculum & Instr Leadership	A	3	09-NOV-2011	
	Spring 2011	22291	VOED	602	001	Conference Ldrsp /Comm Methods	A	3	29-FEB-2012	
	Spring 2012	23466	VOED	606	001	Ldrsp /Career & Tech Educators	A	3	20-MAY-2014	
	Spring 2012	23842	VOED	603	001	Management of Instruction	A	3	20-MAY-2014	
	Fall 2012	12189	VOED	604	001	Curriculum Supervision	A	3	20-MAY-2014	
	Fall 2012	12190	VOED	605	001	Policy Administration	A	3	20-MAY-2014	
	Winter 2012	40072	GSR	615	801	Elements of Research	A	3	20-MAY-2014	
	Spring 2013	23482	VOED	607	001	Organization & Structure	A	3	20-MAY-2014	
	Spring 2013	23483	VOED	608	001	Legal and Legislative Issues	A	3	20-MAY-2014	
	Summer 2013	31141	EDSP	577	801	Assessment of Student Learning	A	3	20-MAY-2014	
☐	Spring 2014	23070	BTST	656	001	App Rsrch in Bus/Workforce Dev	A	3	20-MAY-2014	
☐	Spring 2014	23385	VOED	600	001	Curric Dev in Career & Tech Ed	A	3	20-MAY-2014	

[Submit]

RELEASE: 1.0

- If you don't have a MYIUP account, claim your account to get MyIUP access. (Note: If you last attended prior to fall 2000, complete a paper Act 48 Credit Courses Certification Form.
- Course work is submitted to PDE via data file every week. You will receive a letter from Registrar's Office when your coursework has been reported and accepted.