

## 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** ([Act 48 Professional Education Record Management System \(PERMS\)](#)) and click on **Continue** .

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

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### 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:  Zip:

School District:

Professional Personnel ID (PPID) number:

Continue

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

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### 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 |
|--------------------------|-------------|-------|------|------|-----|--------------------------------|-------|---------|-------------|----------|
| <input type="checkbox"/> | Spring 2011 | 22290 | VOED | 601  | 001 | Curriculum & Instr Leadership  | A     | 3       | 09-NOV-2011 |          |
| <input type="checkbox"/> | Spring 2011 | 22291 | VOED | 602  | 001 | Conference Ldrsp /Comm Methods | A     | 3       | 29-FEB-2012 |          |
| <input type="checkbox"/> | Spring 2012 | 23466 | VOED | 606  | 001 | Ldrsp /Career & Tech Educators | A     | 3       | 20-MAY-2014 |          |
| <input type="checkbox"/> | Spring 2012 | 23842 | VOED | 603  | 001 | Management of Instruction      | A     | 3       | 20-MAY-2014 |          |
| <input type="checkbox"/> | Fall 2012   | 12189 | VOED | 604  | 001 | Curriculum Supervision         | A     | 3       | 20-MAY-2014 |          |
| <input type="checkbox"/> | Fall 2012   | 12190 | VOED | 605  | 001 | Policy Administration          | A     | 3       | 20-MAY-2014 |          |
| <input type="checkbox"/> | Winter 2012 | 40072 | GSR  | 615  | 801 | Elements of Research           | A     | 3       | 20-MAY-2014 |          |
| <input type="checkbox"/> | Spring 2013 | 23452 | VOED | 607  | 001 | Organization & Structure       | A     | 3       | 20-MAY-2014 |          |
| <input type="checkbox"/> | Spring 2013 | 23463 | VOED | 608  | 001 | Legal and Legislative Issues   | A     | 3       | 20-MAY-2014 |          |
| <input type="checkbox"/> | Summer 2013 | 31141 | EDSP | 577  | 801 | Assessment of Student Learning | A     | 3       | 20-MAY-2014 |          |
| <input type="checkbox"/> | Spring 2014 | 23070 | BTST | 656  | 001 | App Rsrch in Bus/Workforce Dev | A     | 3       | 20-MAY-2014 |          |
| <input type="checkbox"/> | Spring 2014 | 23385 | VOED | 600  | 001 | Curric Dev in Career & Tech Ed | A     | 3       | 20-MAY-2014 |          |

Submit

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- 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 the assistant registrar when your coursework has been reported and accepted.