

☞ Pennsylvania Association of Independent Schools (PAIS) ☞

Act 48 Policy

Effective January 2009

PAIS is an Act 48 provider. Educators must maintain their certificates as active by earning six collegiate credits **or** six PDE-approved in-service credits **or** 180 continuing education hours **or** any combination of the above every five calendar years.

NOTE: Each collegiate credit is equal to 30 continuing education hours. All credits and hours must be related to an educator's certificate type or area of assignment.

Below is a framework for receiving credit for Act 48. PAIS is not bound by these parameters; they just give employees an idea of credit hours.

<u>Professional Development</u>	<u>Number of Act 48 Hours*</u>
1-Day Workshop/Speaker or Program	2-5 Hours
2 or 3-Day Workshop/Speaker Program	4-15 Hours
Week-long Workshop/Conference or Program	10+ Hours (based on actual class hours)
Serving on a 3-Day Accreditation Committee Visit (effective fall 2009)	12 Hours

*to be determined by PAIS

To register at the PA Department of Education:

go to

- <http://www.pde.state.pa.us/>
- click on Act 48 Reporting System
- click on Get your Professional Personnel ID and follow instructions

You will need this ID for all Professional Development opportunities where you want to receive Act 48 hours.

Reporting and Recording your Credits

Responsibilities of Participants: In order to receive Act 48 credit, at the end of each Professional Development program, you will need to sign out and provide your Professional Personnel ID (see above instructions if you do not have one) and signature. You will receive confirmation from PAIS after successful completion of a workshop with the number of Act 48 hours you earned. It is important that you retain all correspondence in your files.

Processing Fee:

PAIS Member: *free*

Non-PAIS Member: \$25 payable with registration fee

Responsibilities of PAIS: PAIS will report to the Pennsylvania Department of Education's Act 48 Continuing Professional Education Record System all courses and/or activities sponsored by PAIS, in accordance with Act 48. PAIS will submit the roster to the PA Department of Education to record the hours earned by all participants for each specific Professional Development program. Following successful completion of a program, PAIS will email each participant who registers for Act 48 a confirmation of the number of hours credited.