

## REQUEST FOR ACT 48 TEACHER CERTIFICATION CREDIT REPORTING

To comply with Pennsylvania's Act 48 and maintain their certificates as active, educators must earn six collegiate credits **or** six PDE-approved in-service credits **or** 180 continuing education hours **or** any combination of the preceding every five calendar years. Each collegiate credit equals 30 continuing education hours. All credits and hours must be related to an educator's certificate type or area of assignment, unless enrolled in an administration program or approved by the school board.

### INSTRUCTIONS:

Students needing to report completion of **college level credit-bearing courses** to the Pennsylvania Department of Education should complete this form and FAX it to (610) 519-4033 or mail it to Registrar's Office, Room 203 Tolentine Hall, Villanova University, 800 Lancaster Avenue, Villanova, PA 19085. PLEASE NOTE: only six credits need be reported for each five-year period.)

Students needing to report completion of **Continuing Education Units (Alcohol & Drug Counseling Program)** should complete this form and FAX it to (610) 519-6144 or mail it to Office of Continuing Studies Stanford Hall, Villanova University, Villanova, PA 19085. PLEASE NOTE: **only** the Alcohol & Drug Counseling Program is approved for Act 48 Credits.

**If you are currently enrolled, wait until the course is graded to report it.** The University will electronically notify PDE.

Complete the following information:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_  
Daytime telephone \_\_\_\_\_

Villanova ID \_\_\_\_\_ Professional Personnel ID (needed to access your record at PDE) \_\_\_\_\_

Course Information: Dept \_\_\_\_\_ Number \_\_\_\_\_ Title: \_\_\_\_\_

Dates: \_\_\_\_\_ # of Credits or CEU's \_\_\_\_\_

Course Subject Area\*: \_\_\_\_\_

Dept \_\_\_\_\_ Number \_\_\_\_\_ Title: \_\_\_\_\_

Dates: \_\_\_\_\_ # of Credits or CEU's \_\_\_\_\_

Course Subject Area\*: \_\_\_\_\_

Signature \_\_\_\_\_

**\*PDE requires that one of the following Course Subject Areas be provided for each course submitted:**  
Academic Content Studies, Bridge Courses, School Administration, Standards Area Curriculum & Assessment, Students Social and Health Issues, Teaching and Learning Professional Development, Technology.

Villanova does not charge for reporting this information to the State of Pennsylvania. Students may check on the PDE website: <https://www.perm.ed.state.pa.us> to confirm that their credits have been reported.