

Request for Act 48 Credit
Continuing Education Submission Form

If you are interested in having your course(s) count toward Act 48 requirements, please complete this form and email it to the Registrar’s office (registrar@cairn.edu).

Courses must be taken for academic credit and not as audit. Two 3-credit courses will fulfill the Act 48 requirements.

For all other non-credit workshops and seminars, please contact the facilitator for submission information.

For information about Act 48 requirements, please consult the [Pennsylvania Department of Education website](http://www.education.pa.gov/teachers%20-%20administrators/act%2048%20and%20perms/pages/default.aspx).

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name | First Name | Professional Personnel ID (seven digits) | Cairn ID |
|       |       |       |       |

|  |  |
| --- | --- |
| Phone Number | Email Address |
| (       )       |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester of Course Taken | Course Code | Course Title | # of Credits | Grade Earned | Activity Code \* |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

**Required Signature**:

I affirm that the above information I have provided Cairn University for Act 48 credit is true and accurate. Furthermore, I give Cairn University permission to submit any and all information on this form to the Pennsylvania Department of Education for entry into their Act 48 database.

[ ]  **I have read the aforementioned statement and acknowledge that checking this box electronically serves the same purpose as affixing my original signature to this document.**

*\*Professional Personnel IDs are now used instead of Social Security Numbers to protect your identity. If you need to get or find your Professional Personnel ID, please visit the PA Dept. of Education website and click on “Act 48 Reporting System.”*

**\* Activity Codes**

|  |  |
| --- | --- |
| 1 | Teaching & Learning Professional Development |
| 2 | Standards Area Curriculum & Assessment |
| 3 | Academic Content Studies |
| 4 | Technology |
| 5 | Student Social & Health Issues |
| 6 | School Administration |