

OFFICE USE ONLY

Approved \_\_\_\_\_

Extra \_\_\_\_\_

Notes \_\_\_\_\_



**ACT 48 REQUEST – Six credits ONLY will be submitted.**

The following form must be completed if you wish ACT 48 information regarding courses/workshops taken at Immaculata University to be submitted to the Pennsylvania Department of Education (PDE).

Professional Personnel ID #: \_\_\_\_\_

(Can be obtained via [www.pde.state.pa.us](http://www.pde.state.pa.us) – Access ACT 48 reporting system.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

**Current Employment:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Course to be Submitted: Date(s) Taken: \_\_\_\_\_

Course #: \_\_\_\_\_ Credit/Workshop hours: \_\_\_\_\_

Course Title: \_\_\_\_\_

If Currently Employed in School Setting:

Title/Grade: \_\_\_\_\_

Years Taught: \_\_\_\_\_

\*Current Certification (PA only): \_\_\_\_\_

**\*Certification descriptions (PA only)**

**Only L1 and L2 levels will be submitted to PDE\*\***

- |    |  |
|----|--|
| LO | Bachelor's or Master's degree with no PA certification   |
| L1 | Instructional I certificate<br>Educational Specialist I certificate<br>Vocational Instructional I certificate                    |
| L2 | Instructional II certificate<br>Educational Specialist II certificate<br>Vocational II certificate<br>Administrative certificate |

Signature to release records to PDE: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: Immaculata University, Graduate Office – Act 48, PO Box 500, Immaculata, PA 19345 (Fax: 610-993-8550)