

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 – 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
Educational Specialist I certificate
Vocational Instructional I certificate
- L2 Instructional II certificate
Educational Specialist II certificate
Vocational II certificate
Administrative certificate

Signature to release records to PDE: _____ Date: _____

Return to: Mail: Immaculata University, College of Graduate Studies – 1145 King Rd. Suite 130 Loyola Hall, Immaculata, PA 19345

Fax: (Fax: 610-993-8550); Email: Email to the Certification Officer at lbustsaan@immaculata.edu.

Please contact Leah Bustraan, Certification Officer in the Education Division, at 484-323-3297 with any questions.