

Conneaut School District  
**Continuing Professional Education Plan (ACT 48)**  
**Guidelines for SUBMITTING REQUESTS for HOURS**

To obtain Act 48 hours/credits, professional staff members must follow one of the following procedures depending upon the circumstances. All Act 48 hours must be directly related to your area of certification and are expected to enhance your content knowledge, improve teaching practices, or expand your ability to meet the needs of differentiated learners. Act 48 activities must be at least 1 hour in length and reported in ½ hour increments after the first hour.

- When attending a conference or workshop directly related to your area of certification that is **offered by an approved Act 48 provider outside the district:**
  - Attain pre-approval through your principal or supervisor (if it occurs during the school day and/or is paid by the District) by completing a Conference Request Form. Send the form to the Curriculum Office with principal or supervisor's signature.
  - Complete the Conference Evaluation Form and return it to the Curriculum Office. Attach a copy of the Act 48 verification letter you receive from the conference or workshop.
  - The provider, not Conneaut School District, will submit your hours to PDE.
- When attending a conference or workshop that **is offered by an unapproved provider and/or out of state:**
  - Attain pre-approval through your principal or supervisor by completing a Conference Request Form. Once approved, Conneaut School District becomes the Provider.
  - Complete the Conference Evaluation Form and a Request for Act 48 Hours Form and return them to the Curriculum Office within two (2) weeks of returning. Attach a) a copy of the workshop/conference agenda or program of sessions attended; and b) a copy of the certificate of attendance, or other verification provided by the workshop presenters (signature if nothing else), indicating the number of Act 48 hours to be received.
  - The Conneaut School District will submit the hours to PDE for you if all pertinent documentation is received. Documentation will be added to your District file.
- When attending a workshop or workshop series **offered by the Conneaut School District:**
  - Register for the workshop online with CourseWhere.
  - IF the workshop is not during a school day, **choose to earn Act 48 credits or the contractual hourly rate.**
  - If for Act 48 you must complete the Workshop Evaluation online, generated by CourseWhere. Be aware of the 10 day deadline.
  - Conneaut School District will submit the approved hours to PDE
- Superintendent approval required for all other requests.

Teachers should continually keep track of their Act 48 hours to be certain to attain the 180 Act 48 hours required of teachers during their five-year window).

To see the full record of a teacher's Act 48 hours, teachers must logon to the Online Act 48 Professional Education Record Management System.

(PERMS):<https://www.perms.ed.state.pa.us/Screens/wfPublicAccess.aspx>

## **Examples of Allowable Professional Education Activities:**

- Building knowledge of literacy, mathematics and science-specific content
- Building knowledge of specific content in other areas covered by the Pennsylvania academic standards, for teachers who are assigned to those areas
- Curriculum development aligned with Pennsylvania standards
- Data analysis training (all aspects of assessment and evaluation)
- Training in assessing students and analyzing student data to implement effective change in instruction
- Observing exemplary school and classroom practices and collaboratively designing instructional strategies based on analysis of the observed experience
- Training to align and embed literacy, mathematics and science standards and instructional strategies within other academic content areas
- Acquiring technology skills and designing strategies to integrate technology into the instructional setting
- Acquiring secondary strategies to increase student engagement and personalize learning
- Training in how to create safe and welcoming learning environments
- Improving understanding of the academic, social, emotional and physical needs of all learners
- Developing knowledge and skills in how to involve families and other stakeholders in the educational process.
- Training in dealing with non-academic issues that may affect learning (grief counseling, intervening in student-to-student harassment)
- School or district-wide planning (strategic, professional development, induction, special education, gifted education, school improvement, interventions for struggling students, technology, student support and wellness)
- Identifying the needs of student subgroups and effective strategies for meeting those needs
- Training on legal issues

## **Examples of Unacceptable Professional education Activities:**

- Courses taken outside of an area of certification or work assignment
- Any courses/programs for personal growth or an alternative career
- Repeat of awareness-level introductory courses
- Teacher/parent student conferences, grade book analysis, and preparation of report cards
- Instruction time, serving as a mentor or cooperating teacher
- Attending administrative faculty meetings with superintendent or principal
- Supervision of school field trips
- Tutoring
- Tours of school buildings
- Preparing and presenting college course lessons
- Extracurricular assignments (coaching or advising of sports, drama, debate, clubs or student government)
- Equipment expositions
- Undefined off-site retreats

