



Professional Development and Requirements for New Teachers

Welcome to the Diocese of Allentown!

We expect all our teachers to embrace and model lifelong learning. All new full-time teachers with a contract need to utilize CPE Tracker to register and track professional development workshops and courses.

CPE Tracker Account Setup

Once your signed contract is received by the Diocese, a CPE Tracker account will be set up for you. You will receive an email from CPE Tracker when this is complete. You will need to log in with your email address and select Forgot Password. Once a password is created, you must click on Employment and scroll down to Accept Employment. Detailed instructions can be found in the User Guide.

Recording Professional Development Hours

You are responsible for ensuring all professional development activities are logged properly. Hours will be recorded as follows:

- **School-Based Trainings:** Your principal will submit Act 48 hours for any trainings conducted at your school. These will automatically be entered into CPE Tracker on your behalf.
- **Diocesan Trainings:** Any training provided by the Diocese will be entered into the system by the Diocesan Office. You do not need to submit these hours.
- **IU Trainings/CPE Offerings:** By registering for these classes/trainings through CPE Tracker, attendance will be automatically added to your account upon completion.
- **External Trainings/Personal PD:** For any professional development activities you complete on your own, **you must submit these hours through CPE Tracker within 30 days.** See User for detailed instruction. Additionally, please email a copy of the certificate of completion to Monica Henrich at mhenrich@allentowndiocese.org. Hours will only be approved once the certificate is received and verified.
- **ACT 48 Approved Providers:** See the [PERMS \(Professional Education Record Management System\)](#) website for a list of available trainings. No log-in required.

Provider Approval

If the professional development provider is not already in the CPE Tracker system, you will need to submit the following information to be reviewed by the Assistant Superintendent:

- Name of the provider



- Description of the training
- Website links if applicable

Submit to krolston@allentowndiocese.org. Only providers that are approved by the Diocese can count toward your Act 48 hours.

Tracking Hours: Certified Teachers:

As part of the certification requirements under Pennsylvania's Act 48, you will need to complete 180 hours of professional development every five years.

To stay compliant with the 180-hour requirement over the five-year period, you should monitor your Act 48 hours through PDE's **Professional Education Record Management System (PERMS)**. PERMS is the official system where your hours are recorded and tracked by PDE. All PD hours logged in CPE are uploaded to PERMS daily.

You can access PERMS through your [TIMS](#) (Teacher Information Management System) account to:

- View the total number of hours completed.
- Ensure your hours are accurately reflected.
- Check your progress toward meeting the 180-hour requirement.

It is your responsibility to regularly check PERMS to confirm your hours and ensure all trainings have been properly documented.

Tracking Hours: Non-Certified Teachers:

If you are not currently certified, you will still need to register and record your professional development hours. The expectation upon hiring is that you have a plan for certification. College courses taken in pursuit of certification count towards the diocesan requirement of 180 hours. Please check with your principal regarding tuition reimbursement and additional funding sources.

You can view your continuing education on CPE Tracker if you add all college courses and trainings. Your principal will review you progress towards certification on a regular basis.

Thank you for your dedication to professional growth and for being part of the Diocese of Allentown! For any questions or further assistance, please feel free to contact Monica Henrich by email (mhenrich@allentowndiocese.org) or call 610-866-0581 x2322.

[Click here](#) for additional information from the PA Department of Education.



What type of collegiate study course, continuing education course, or noncredit programs and activities can be used to fulfill Act 48 requirements?

Act 48 requires that collegiate courses, continuing professional education courses (offered by intermediate units), and noncredit continuing professional education programs, activities or learning experiences be related to an area of the professional educator's assignment or certification." (24 PS 12-1205.2(c)). PDE interprets this language as follows:

- Courses or noncredit activities in the content area of the educator's certification.
- Courses or noncredit activities in instructional methods, pedagogy, strategies/tools for the classroom, classroom management, assessment, or evaluation.
- Courses or noncredit activities that enable an educator to help students improve their performance in the areas of reading, writing, speaking, and listening, regardless of the educator's certification.
- Courses or noncredit activities that enable an educator to help students improve their performance in mathematics and mathematical reasoning, regardless of the educator's certification.
- Courses or noncredit activities in the area of inclusive classrooms, i.e., those which:
 - Teach educators how to provide effective instruction to students with mild to severe disabilities within a classroom setting.
 - Address research-proven strategies and methods to help special needs learners gain meaningful access to elementary and/or secondary curriculum content.
 - Enable teachers to assess the success of instruction of special learners and improvement of outcomes for all students; or
 - Teach methods of motivation and classroom management in settings with special needs learners.
- Courses or noncredit activities in the area of instructional technology that improve the educator's capacity to deliver instruction in a 21st century learning environment through the use of computers, computer software or internet technology.
- Courses or noncredit activities in the areas of student health, interpersonal skills in a school environment, safe and supportive schools, and resiliency.

If you have any questions regarding eligibility, please contact Karen Rolston (krolston@allentowndiocese.org), Assistant Superintendent for the Diocese of Allentown.