

CHAMBERSBURG AREA SCHOOL DISTRICT

Educational Programming

MEMO

TO: Professional Staff

FROM: Dr. Crystal Lautenslager

DATE: August 1, 2026

SUBJECT: Act 48 Hours and Submission

Chambersburg Area School District continues to use the Act 48 Tracking System for registration of Act 48 Hours and Course Pre-Approval. We encourage all professional staff to periodically review their hours and check for Professional Development opportunities and also compare the CASD Act 48 Site with the PDE Act 48 Site.

Reminder that all professional staff should check your Act 48 Status as to the completion of your 180 Act 48 hours based on your Act 48 5-Year cycle.

If you have questions concerning your Username and/or Password for logging into the Act 48 Site, please contact Lori Helman – 717-261-3423 or lori.helman@casdonline.org. **If you have problems logging into Act 48, please do not create a new account, contact Lori Helman.**

Professional Personnel ID (PPID) Required for Act 48 Credits

Effective October 5, 2007, certified teachers must use PPIDs to receive Act 48 credit for professional development obtained outside the district. Teachers may obtain a PPID by visiting the PERMS section of the PDE website and choosing "Act 48 Reporting System" under "Access Services." This process is completed very simply by clicking on "Get Your Professional Personnel ID" and entering your name, social security number, and date of birth.

All Act 48 hours and course pre-approvals MUST be submitted through the on-line system. We will not accept Act 48 hours that have not been pre-approved.

The following items will clarify some questions and provide for a uniform submission so that Act 48 hours and course pre-approval will proceed through the approval process in a timely manner:

- As per the PDE Act 48 Guidelines the following are no longer accepted for Act 48 hours:**
 - Cooperating Teachers for Student Teachers and Interns
 - Preparing and presenting college courses
- If you are attending a conference/workshop outside the Chambersburg Area School District, you must submit it under "Conference Request" **before you attend the conference/workshop.**

* (Reminder that this submission does not preclude the submission of a 4150b.) **For all overnight conferences and conferences as designated by your supervisor, a Conference Report will be required and submitted to the building principal within one week after returning from the conference.** If a Conference Report is required, it will be designated on your Status Screen under "Current Status" with a red "R" in the CASD Act 48 Site as in the example below:

PENDING SESSIONS

Session Name	Hours	Credits	Act 48	Date(s)	Max/Regst./Pending	Current Status
Pennsylvania Science Teachers Association Conference **	6	0	No	12/4/2008-12/5/2008	NA	<u>Approved</u> R

3. Graduate Course Pre-Approval must be submitted under “Course Pre-Approval” **BEFORE START DATE OF COURSE**. All sections of the form must be completed so that approval/denial can occur in a timely manner.

When completing form please indicate ‘Provider’ as the university or college **NOT** Chambersburg Area School District.

- Tuition reimbursement – **is submitted to: Tuition.Reimb@casdonline.org** Detailed instructions follow.
Reimbursement information must be submitted prior to 60 days upon completion date of the course.
Any paperwork received after 60 days of course completion will not be reimbursed.

Please be aware that all Act 48 hours for Graduate Courses must be submitted to PDE by the university or college. Educators should contact their Pennsylvania college registrar for procedures to ensure credits will be submitted electronically to the Department. Collegiate credits earned outside of Pennsylvania must be submitted on an official college-sealed transcript to: Department of Education, Division of Professional Education and Planning, 333 Market Street, Harrisburg, PA 17126-0333

4. On your “Status Screen” under “Pending Sessions – Current Status” you will find the disposition of your request. If you see the following:

- “Employee Pays”** - you must click on “Employee Pays” and verify that you agree to pay for the request so that your status can be changed to “Approved” – this must be completed for both Course Requests and Conference/Workshop Requests (but submission of hours for conferences/workshops to PDE will not be completed until verification is received.)
- “Denied”** – you must click on “Denied” and cancel request to delete from your pending sessions

*Item #2 must be accompanied with a letter/certificate (with hours/credits) of verification from provider before Act 48 hours will be submitted to PDE. This verification should be submitted to Dr. Crystal Lautenslager at the Administration Building. (Your “Status” Screen will show these requests have been submitted to PDE under “Completed Sessions.”)

Session Registration refers to CASD Professional Academies offered after school, during in-service days, or in the summer. Click on “Registration” at the top of the screen and all CASD Professional Academy offerings will be listed. To register for an individual session, click on “Registration” button on right. If you find that you are unable to attend a session, please be considerate and cancel your registration as soon as possible so that others on the waiting list can be enrolled in the session. If you register and are placed on the waiting list, you should check your status from time to time to see if you have been enrolled in that session because of cancellations.

Please Note: If you are an LIU employee located in a CASD school and wish to attend a CASD workshop, you will need to contact Lori Helman at 261-3423 or lori.helman@casdonline.org to be placed in that workshop session. CASD does not open our Professional Development workshops to other entities.

Reminder:

As the provider, the university must submit all graduate course hours for Act 48 credit. **Make sure you contact the university and request that these hours be submitted to PDE for Act 48 credit.**

*If we send you an email that says, please click “Employee Pays”, follow these steps:

- Log into the Act 48 Site and scroll down to Pending Sessions
- “Click” on Employee Pays – type in your initials and “click” on I agree to pay. This will change your status to “Approved”
- Your course will now be able to be moved to your “Completed Sessions” in the Act 48 Site.

PENDING SESSIONS

Session Name	Hours	Credits	Act 48	Date(s)	Max/Regst./Pending	Current Status
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Purposeful Learning Through Multiple Intelligences *	90	3	Yes	1/9/2010-1/23/2010	NA	Employee Pays (after you complete process, this will change to Approved)
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Tuition Reimbursement Instructions – Professional Staff

Tuition reimbursements will be processed through payroll with applicable taxes withheld at the time of reimbursement.

Refer to the CAEA contract on the district website (Human Resources page) under section 13.5 “Reimbursement of Additional Education” for important details on course reimbursement.

To receive Act 48 hours, follow the instructions provided above. Questions pertaining to Act 48 may be directed to Crystal Lautenslager or Lori Helman.

Eligibility for Tuition Reimbursement:

You must:

- Receive “Approval” on the Act 48 website **prior** to the start date of the course.
- **Pay** for the course(s) before requesting reimbursement.
- Submit all required documents **within 60 DAYS of the course completion date**.
- Ensure **your name** appears on each document
- **Email** all documents to Tuition.Reimb@casdonline.org

Required Documents: (Submissions in PDF format preferred)

Sample screen shots of all 4 documents can be found below for reference.

1. **Course Request Detail Report** from the Act 48 site - click on the course under Session Name
2. **Approval Detail Report** from the Act 48 site - click on “Approved” under current status
3. **Final Grade Report** with
 - a. Your name
 - b. Institution name
 - c. Course name
 - d. Final grade (official transcript not required)
4. **Detailed billing statement** or account detail summary by term showing
 - a. Your name
 - b. Institution name
 - c. Tuition and fee breakdown
 - d. Confirmation of payment with no outstanding balance for the course (often, but not necessarily, represented by a \$0 balance)

Tuition Deferment

Many colleges/universities offer deferred payment plans for post-baccalaureate programs. This deferment allows you to complete the course before payment is due. A portion of the deferment form will need to be completed by the district and should be submitted, along with a copy of the semester bill, to the Payroll Supervisor for completion. **Term balances must still be paid PRIOR to the District's reimbursement.**

15 credit limit per fiscal year

As per the CAEA contract, tuition reimbursement may be requested up to 15 credits per fiscal year (July 1 to June 30) **based on the completion date of the course.**

- Courses completed by June 30 count toward the school year just completed
- Courses completed after June 30 count toward the upcoming school year
- Please refer to the CAEA contract for any exceptions to this policy.

Tax Implications

Tuition Reimbursement is subject to federal, state and local taxes:

- Reimbursements are taxable wages **in the year paid** and will be included on your W2.
- **PA state and Local tax** withholdings apply to all PA residents and to all tuition reimbursements.
- **Federal, Maryland & West Virginia tax** withholdings apply to amounts exceeding \$5250 per calendar year (January to December) at the rate of 22%.
- **Starting July 1, 2025, tuition reimbursements will be processed through payroll with applicable taxes withheld at the time of reimbursement.**
- More information can be found on the district website, Business & Finance > Payroll > Resources > Tuition Reimbursement Withholding

4 Sample documents follow...

#1 Course Request Detail Sheet

**Chambersburg Area School District**
Good Evening, **Jane Doe** Act 48

Jane Doe

Registration | Conference | Course Pre-Approval | Status | User Info | Logout

Status > Course Request Detail

Course Request Detail

REQUEST II Will list a #

Name: Jane Doe

Building: [redacted] ING UNIT
[redacted] ntary

Date of request: 5/26/2024

Course Number: 614

Course title: Foundations of Instructional Coaching

Institution: Slippery Rock University

Course location: online

Date of course: 6/24/2024 through 7/29/2024

Credits: 3

State or estimate the number of hours 90

Graduate Yes

Cost Per Credit 0

Funding Source Admin.
Only

Tuition: 1548

Purpose to Taking Course needed to complete reading
Course specialist certification

#2 Approval Details Sheet

**Chambersburg Area School District**
Good Morning, **Jane Doe** Act 48

BARGAINING UNIT

Conference | Course Pre-Approval | Status | User Info | Logout

Status >

Approval Details

Course Name: DIGITAL PORTFOLIO'S

Provider: WILSON

Location: ONLINE

Start Date: 6/3/2024 End Date: 7/14/2024 Credits: 3 Cost: \$0.00

1 of 1 Approved User: Crystal Lautenslager, ADM, SUPV, COORD

Approval Status: APPROVED Approved Date: 05/20/2024

Payment Method: EMPLOYEE PAYS

Employee Pays must be in GREEN (not red)

Cancel Conference Request

Back

#3 Final Grade Sheet (here is an example from Wilson, however each institution will have their own)

① University Name Needs to be Listed

③ Your Name must be On Final Grade Sheet

WILSON COLLEGE

Jane Doe

Academics Grades

Grades

Summer Term I 2024 (5/6/2024-6/26/2024)
Term GPA: 4.000

② Must say Final Grade

Course Section	Title	Credits	Final Grade	Midterms
EDU-920GR-02	Learning Management Systems	3		
EDU-924GR-01	Digital Portfolios	3	A	

#4 Detailed billing statement or Account Detail Summary (each institution will have their own)

Student Statement

Wilson College
1015 Philadelphia Av
Chambersburg, PA
17201-1279

Jane Doe

Your name must be on statement

Name	Student ID
Total Balance	\$0.00
Amount Overdue	\$0.00
Amount Due	\$0.00
Total Amount Due	\$0.00
Amount Enclosed	

Payment Due June 15 for Summer II CoursesPayment Due August 12 for Fall Courses***Anyone with a past due balance will receive a late fee***

Account Activity Summary - Summer Term I 2024

Previous Balance (Charges before Summer Term I 2024)	\$0.00
Charges	
Tuition by Total	\$3,240.00
+ Total Charges	\$3,240.00
- Student Payments	\$3,240.00
= Summer Term I 2024 Balance	\$0.00
= Total Amount Due	\$0.00
Total Balance	\$0.00

Account Activity Details - Summer Term I 2024

Tuition By Total

Section	Course Title	Billing Credits	CEUs	Status
EDU-920GR-02	Learning Management Systems	3.00		New
EDU-924GR-01	Digital Portfolios	3.00		New
Total				\$3,240.00

Payments

Receipt Number	Date	Amount	Method	Reference Number
	5/29/2024	\$2,000.00	Electronic Check	
	6/3/2024	\$1,240.00	Electronic Check	