



**REQUEST FOR ACT 48 TEACHER CERTIFICATION CREDIT REPORTING**

Office of the Registrar, 226 Ulmer Hall, 401 North Fairview Street, Lock Haven, PA 17745

**INSTRUCTIONS:** Students wishing to report completion of college level credit-bearing courses earned at Lock Haven University to the Pennsylvania Department of Education (PDE) for Act 48 Teacher Certification should complete and sign this form and submit it to: Office of the Registrar, 226 Ulmer Hall, Lock Haven University, 401 North Fairview Street, Lock Haven, PA 17745.

**\*When completing this form, you MUST provide your Professional Personnel ID number; credits CANNOT be reported to the PDE without it.**

- 1. Enrollment in the course and submission of this form does not indicate the course will fulfill Act 48 credit requirements. This determination is made by the student's school district/employer as to eligibility of specific college courses meeting Act 48 Requirements.
- 2. If a transcript is required for the school district/employer, a transcript request should be submitted to the Office of the Registrar. Transcript request instructions are available online at <https://www.parchment.com/u/registration/35378666/institution>
- 3. Credits earned prior to the CPE Period of the Educator (certification date) cannot be reported for Act 48 Credit and will not be accepted by the PDE.

**PRINT (All information is REQUIRED)**

Name: Last First Professional Personnel ID Number

Address: City: State: Zip:

Email: Phone Number: BU ID#

Department & Course Info Title Semester/ # Credits Grade Year Completed

Table with 5 rows and 4 columns for course information.

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Authorizing release of information to PDE electronically via Internet

Students may check on the PDE website <https://www.perms.ed.state.pa.us/> to determine if their college credits have been reported and if the PDE has accepted them.