Act 48 Request Form

February 22-24, 2010

Act 48 hours are available to all PA educators. Take this form to all sessions and at the conclusion of each session, the instructor or a session moderator will announce the Act 48 code for that session. Please record the code in the appropriate time slot on the form. You must be present for the entire session to receive credit. **A minimum of 3 hours must be submitted in order to receive credit.** Forms must be turned in on-site to General Registration. A set of detailed instructions can be found on the back of this page and online at http://www.peteandc.org.

All information must be provided in order to meet PDE requirements for reporting:

Last Name:_____First Name:_____

School District:_____Professional Personnel ID:_____

Home Address:_____City:_____State:_____Zip:_____

eMail Address:_____Signature:_____

(Your email address will not be shared and will only be used if it is necessary to contact you regarding your Act 48 credits)

Monday, February 22, 2010	
Session	***Act 48 Code***
Keynote Speaker, 8:30 a.m. – 10:00 a.m.	
Concurrent Session A	
Concurrent Session B	
Concurrent Session C	
Concurrent Session D	

Tuesday, February 23, 2010	
Session	***Act 48 Code***
General Session, 8:00 a.m. – 9:15 a.m.	
Concurrent Session E	
Concurrent Session F	
Concurrent Session G	
Concurrent Session H	
Concurrent Session I	

FOR PETE&C USE ONLY

Total Hours Credited: _____**HOURS**

Wednesday, February 24, 2010	
Session	***Act 48 Code***
Concurrent Session J	
Concurrent Session K	
Concurrent Session L	
Closing General Session, 11:45 a.m. – 1:00 p.m.	

Act 48 Credit Instructions

READ CAREFULLY!

Act 48 credits* are available to all attending PA educators by completing the following steps. Pre-conference Act 48 credits will be provided at the pre-conference workshops.

1. Obtain an Act 48 request form to have on-site at the conference. Sessions are broken out by day and time.

   Forms are available for download on the PETE&C web site, in the conference attendee bags and will be available at the General Registration desk throughout the entire conference. Instructions will be printed in the program book and announced at the First General Session. Please be prepared to provide your full name as it is registered with PDE and your Professional Personnel ID Number (PPID) assigned to you by PDE. (PDE Requirement)

   Important: The Professional Personnel ID Number (PPID) is required to submit Act 48 credits to PDE. Social Security Numbers are no longer collected. To obtain your PPID, go to https://www.perms.ed.state.pa.us/Screens/wfPublicAccess.aspx and click on the Get your Professional Personnel ID link.

2. Record the appropriate PETE&C Act 48 credit code in the corresponding box on the form. The Act 48 code will be announced at the conclusion of each conference session attended (including general sessions) by the presenter or by a session moderator. Only those attendees who are present for the entire session are eligible to receive credit for the session. **A minimum number of 3 hours must be submitted in order to receive credit. If you do not attend 3 hours worth of thematic content while at the conference, your hours will not be reported.**

3. In the event that an Act 48 code is not announced, please see a representative at the General Registration Desk for assistance. Credit will not be given for a session if the correct code has not been entered on the form.

4. Submit the completed Act 48 request form directly to a representative at the General Registration desk prior to leaving the conference. All forms must be submitted on-site by the individual whose name appears on the form. (PDE requirement) Forms submitted after the conference will not be eligible for credit.

* A maximum of six (6) hours is available for each conference day. Pre-conference attendees will register for credit during the pre-conference session.