



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: LHU 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.