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Continuing Professional Education

Continuing Professional Education is important in Pennsylvania. Act 48 of 1999 requires all Pennsylvania educators holding Pennsylvania public school certification including Instructional I and II, Educational Specialist I and II, Administrative, Supervisory, Letters of Eligibility and all vocational certificates to participate in ongoing professional education.

IMPORTANT ACT 48 UPDATES

The Department began mailing Notices of Inactive Certification for educators not in compliance on June 30, 2006. If there is any doubt about compliance status, educators should check their status using the public web site as specified in the next paragraph. Educators who receive a Notice of Inactive Certification may appeal that determination to the Secretary of Education. An educator who files a timely appeal will maintain active status until the appeal is resolved and all appeal options are exhausted. School entities may continue to employ any educator with a pending appeal until the appeal is resolved. A new version of PERMS has been installed through which both educators and providers will be able to view information using the web site by clicking the link "Act 48 Reporting System" on the left hand column of the [PDE Homepage](#) and following the appropriate instructions.

Providers will be able to update information on the new version of PERMS through the ePDE Web Portal.

Providers not already using the ePDE Web Portal, will need to submit an ePDE Web Portal registration spreadsheet; please see "Instructions for Setting Up Initial Security" below. All Approved Providers have been assigned an Administrative Unit Number (AUN) by PDE, which is used by PDE to identify educational entities. Approved Providers can retrieve their AUN by clicking the link "Education Names & Addresses" on the left hand column of the PDE Homepage, then clicking on the "Advanced Search" and searching "Current Name" by keying in the beginning of your entity name, or by looking for your name using wildcards (% is the wildcard and can be entered as - %York%). Once the AUN is retrieved, it may then be used to complete the ePDE Web Portal registration.

Providers already using the ePDE Web Portal will be required to complete registration for the PERMS application through the Portal; please read the "Instructions for Setting Up Initial Security" and then follow the instructions in the "PERMS Application Registration".

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Providers already using the ePDE Web Portal will be required to complete registration for the PERMS application through the Portal; please read the "Instructions for Setting Up Initial Security" and then follow the instructions in the "PERMS Application Registration".

[Instructions for Setting Up Initial Security \(PDF\)](#)

[PERMS Application Registration \(PDF\)](#)

There are important changes in the Roster formats, both Excel and XML, used to upload data for certified educators who have responsibilities under Act 48-1999. Please forward this message to the employee or member with responsibilities for uploading Act 48 Records. If you use XML, please read the "Rules for Roster Creation in XML" below. **Rules for Excel and an Excel template are also shown below:**

UPDATED VERSION

[Rules for Roster Creation in MSEXcel \(PDF\)](#)

[Updated Excel Roster Template](#)

Rules for Roster Creation in XML(PDF)

Beginning June 2006 all certified educators were assigned a new 7-digit Professional Personnel ID generated by the Pennsylvania Department of Education (PDE). At least through the 2006-2007 school year, the primary use of this ID will be to provide an alternative to SSN for certified educators to use to report and retrieve their Continuing Education credits and hours. This ID is available to educators and public school entities through the public web site. The Professional Personnel ID will eventually replace SSN; but, for the time being SSN will be acceptable if the Professional Personnel ID is not known. Rosters submitted through the Portal will not be accepted by the new system until all of the educators it contains can be properly identified as having certificates in Pennsylvania 's Teachers Certification System which require compliance under Act 48 of 1999. To accomplish this we are requiring that either SSN or Professional Personnel ID match that which is on file at the Department of Education. This step has been taken to ensure providers are aware upfront of the accuracy of their submissions.

For additional information, please contact:**Division of Planning |**

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