



# Maintaining an Active and Valid Certification

## Advancing Education Together Summit

June 20-21, 2024

# Presenters and Topics

- Dr. Kerry Helm, Assistant Director, Bureau of School Leadership and Teacher Quality
  - Initial Certification in Pennsylvania
  - Transitioning to Permanent Certification
- Amy Lena, Advisor to the Deputy Secretary, Office of Elementary and Secondary Education (OESE)
  - Act 48/Act 45

# ▶ Attaining Certification in Pennsylvania

- Certification in Pennsylvania
  - Statute - [Act of Mar. 10, 1949, P.L. 30, No. 14 Cl. 24 - PUBLIC SCHOOL CODE OF 1949](#); Articles X & XII.
  - Regulation - [Pennsylvania Code & Bulletin](#); Chapters 49 and 354.
  - [CSPG 1 - Appropriate Certification in Pennsylvania](#)
  - [New Educators](#)
  - [Out-of-State Educators](#)

# ▶ Attaining Certification in Pennsylvania

- [Bureau of School Leadership and Teacher Quality](#)
  - Preparation program approval
  - Certification
- [Approved Certification Programs](#)
  - Preparation program
  - Recommendation for certification
- Educator
  - Complete approved program
  - [Certification Testing](#)
  - [Teacher Information Management System \(TIMS\)](#)

# ▶ Initial certification in Pennsylvania

- Level I certification
  - Umbrella term for all types (instructional, ed specialist supervisory, admin.)
  - **Provisional**
  - [Certification Staffing](#)
  - [CSPG 3 - Validity of a Pennsylvania Certificate](#)
- Supporting new educators
  - [CSPG 20 - Induction](#)
  - [CSPG 8 - Continuing Professional Development](#)

# ▶ Initial certification in Pennsylvania

- Instructional Level I certification
  - Provisional – valid for 6 years
  - Chapter 49.82.
  - [Certification Pathways](#)
- Educational Specialist Level I certification
  - Provisional
  - Chapter 49.102.

# Initial certification in Pennsylvania

- Career & Technical Level I certification
  - Provisional
  - Chapter 49.142.
  - [Career and Technical Certification](#)
- Administrative Level I
  - Provisional
  - Chapter 49.121.
  - [Administrative Supervisory](#)

# Permanent Certification in Pennsylvania

- Career & Technical permanent (Level II) certification
  - Chapter 49.143
  - [Career and Technical Certification](#)
- Administrative permanent (Level II) certification
  - [Administrative Level II Certification](#)
  - [PA Inspired Leadership \(PIL\) Program](#)
  - [2007 Act 45 - PA General Assembly](#)



# Permanent Certification in Pennsylvania

- Instructional permanent (Level II ) certification
  - Chapter 49.83
  - [Current PA Educators](#)
- Educational Specialist permanent (Level II) certification
  - Chapter 49.103

# Permanent Certification in Pennsylvania

- Requirements for Permanent Instructional Certification:
  - Three years of satisfactory service on the Level I
  - Chief School Administrator recommendation
  - Induction in a PDE-approved program
  - 24 post-baccalaureate credits
    - Six credits must be in the content area of the certificate (pedagogy, SAS & inclusion count).
    - Not in law, theology, real estate, or medicine
  - Good Moral Character (GMC)
  - U.S. Citizen (except for world languages)

# Permanent Certification in Pennsylvania

- Current PA Educators
- CSPG 7 - Level II (permanent) certification
  - Creditable Service
  - Non-Creditable Service
  - Mandatory Service
  - Optional Service
  - Specific Requirements by Credential Type
  - Special Considerations

## ▶ Level II Recommendation

- Superintendent or Chief School Administrator (CSA) makes recommendation.
  - [Instructional I to Instructional II Assessment Form \(427\) \[49.83 \(4\)\]](#)
- Need to be provisioned users in TIMS to sign off on work affirmations before submission to PDE.
- [1949 Act 14 - PA General Assembly](#); Sections 1081 and 1005.

# ▶ Level II Affirmation in TIMS

- Complete all work affirmations.
- May have to search by PPID for old work affirmations.
- Update and edit before submitting to PDE.
- Locally titled assignments require a board-approved job description.
- Assignments verified using a PIMS 'Other' category will not be accepted without clarification.

# Level I to II and Act 48 Continuing Education (CE)

## Level I to II

- Instructional I and Ed Specialist I certificates are valid for six **service years** (See CSPG #03 and #07 for other certificates)
- 3 years of satisfactory service
- 24 credits:
  - 2-year or higher degree granting institution
  - IU credits
- Induction
- Level II Assessment
- No Notice from PDE to Educator
- Penalty – lapsed certificate

## Act 48 CE

- Five **calendar years** from date initial certificate issued
- Six credits = 180 hours CE
- Credits/Hours:
  - 2- or 4-year college
  - IU credits
  - In-service hours from approved providers
- No Induction
- Notice from PDE at four- and five-year marks
- Penalty – inactive certificate



# Contact Information

- Call us at 717-728-3224 (717 PA-TEACH)
- Phones open: Monday thru Friday 8 am – 4 pm
- Email:
  - [ra-edcertquestions@pa.gov](mailto:ra-edcertquestions@pa.gov) – questions about applications, how to become certified
  - [ra-edcertstaff@pa.gov](mailto:ra-edcertstaff@pa.gov) – questions about staffing issues, certificate validity
  - [ra-edprepprograms@pa.gov](mailto:ra-edprepprograms@pa.gov) – questions about educator preparation programs
- See [Contact the Bureau of SLTQ](#) on the website

# ▶ Act 48 Requirements

- Time period begins from date of **initial certificate** issue.
- **180 hours** OR **6 college credits** every **5-years** whether employed or unemployed to maintain Active certification.
- If not completed, certificate remains valid but becomes inactive automatically .
- When hours/credits are completed, certificate become active again automatically.
- Maximum of **50 excess hours** earned within the last two years of the Act 48 period may be applied to the subsequent period; only applicable if the periods are consecutive.



# ▶ Act 48 Update

- Mentors of educators and supervisors of student teachers (does not include pre-student teachers) may earn Act 48 credit only if the LEA approves the professional development hours starting the 2022-2023 school year.
- Mentors/Supervisors may receive up to 15 hours per inductee or student teacher totaling no more than 45 hours in a compliance period.

# ▶ Voluntary Inactive Status & Removal

- **Voluntary Inactive Status**

- Requesting Voluntary Inactive status requires:
  - A form filled out via TIMS.
  - A fee of \$75.00.
  - Not recommended if less than one year remains on the Act 48 time period.
  - Inactivates certificate, stops Act 48 calendar and saves the remaining time.
- Removing Voluntary Inactive status requires:
  - A form filled out via TIMS.
  - A fee of \$75.00.
  - 30 hours OR 1 college credit of continuing education completed within the previous 12 months of this request.
  - Reactivates certificate, starts the Act 48 calendar and returns the remaining time.

## ▶ Act 5: Retired Status

- Listed as RETIRED when reported as an annuitant by PSERS/SERS
- RETIRED = Act 48 requirement is suspended
- Time period/calendar ceases to advance
- Certificate remains ACTIVE under retired status as listed in Act 5
- Includes Annuitants who return to school service in full-time positions, day-to-day or in long-term substitute positions.

# ▶ Act 5: Removing Retired Status

- To remove retired status and restart the Act 48 period:
  - Contact PSERS/your retirement agency to report return to service.
  - Must continue in school service for 180 days, cumulatively.
  - Report following dates to PDE Division of Planning:
    - Start date of educator's original retirement.
    - Start date of return to PA public school employment.
    - Date completed 180 days of school service.

# ▶ Act 48 Extensions and Appeals

- **Extensions**

- May request extension to five-year period.
- Extenuating circumstances: Active military duty, medical disability, and financial hardship (common).
- Apply through TIMS.

- **Appeals**

- 4-year notices.
  - Reminder to complete the remaining Act 48 hours.
- 5-year notices.
  - Inactivation letters.
  - Choice to appeal the decision or let certificate become inactive.
  - Appeal must be within 30-days from the date of the 5-year notice.

# ▶ Act 48 Resources and Contacts

- Act 48 FAQs
  - [General Act 48 FAQ](#)
  - [Options to Earn Act 48 FAQ](#)
  - [Act 48 and Retirement FAQ](#)
- Professional Education Record Management System (PERMS)
  - Access Act 48 records and time periods at:  
<https://www.perms.pa.gov/>

# ▶ Act 48 Resources and Contacts

- [Certificate Status Circular for Educators](#)
  - Overview of requirements for PA educators to maintain their certificates
  - Includes important links and contact information
- [Certificate Status Circular for LEAs](#)
  - Same information as the circular for educators
  - Includes additional information on running School Entity Reports

# PERMS School Entity Report

- A report on educator standing can be run in the PERMS system on the same page as roster uploads, using your educators' PPIDs
- Should be run every year
- Information on the school entity report:
  - Educator Status
  - Act 48 Status
  - Act 45/PIL Status
  - Current Act 48 start and end dates
  - Total Act 48 Hours Completed
  - Act 48 Hours Still Needed
  - Total Act 45/PIL Hours Completed
  - Act 45/PIL Hours Still Needed



# ▶ Act 48 Resources and Contacts

## General Act 48 information

- [RA-EDACT48@pa.gov](mailto:RA-EDACT48@pa.gov)

## Act 48 Appeals & Extensions

- [RA-A48APPS@pa.gov](mailto:RA-A48APPS@pa.gov)

## Free PDE Act 48 Courses:

### SAS Institute

- Go to: <http://pdesas.org>
- Hours uploaded directly to PPID account, once completed

Please mail out of state transcripts for college credits to:

Pennsylvania Department of Education  
Act 48 Transcripts, Division of Planning  
607 South Drive, 5th Floor  
Harrisburg PA 17120-0600

Please have out of state e-transcripts sent to:

[RA-EDACT48ETRSCRPT@pa.gov](mailto:RA-EDACT48ETRSCRPT@pa.gov)

# ▶ ACT 45/PIL Continuing Professional Education

- Continuing Professional Education Requirements
  - All certified school and systems leaders who serve in the following positions in a PA public school must fulfill requirements:
    - Assistant or Vice Principal
    - Principal
    - Assistant Superintendent
    - Superintendent
    - Assistant IU Executive Director
    - IU Executive Director
    - Director of an Area Vocational-Technical School

# ▶ ACT 45/PIL Requirements

- Completion of 180 Act 45 continuing professional education hours every five (5) years.
- Number of hours is prorated during the period when first hired in one of the positions previously listed.
- Approved courses are located on the PA Inspired Leadership (PIL) Program website at:  
[www.education.pa.gov/Act45PIL](http://www.education.pa.gov/Act45PIL)
- Contact: [RA-EDACT45@pa.gov](mailto:RA-EDACT45@pa.gov)

# ▶ ACT 45 Principal Induction Requirements

***Principals, Assistant/Vice Principals must complete the following process within five years of initial appointment in PA commonwealth public schools:***

1. Complete a Pennsylvania Department of Education (PDE)-approved Principal Induction Program within five years of the initial appointment in PA commonwealth public schools.
2. Upon completion of the Induction program, and after 3 years of service, convert from an Administrative I to an Administrative II certificate within five years of initial appointment in PA commonwealth public schools

Approved Principal Induction courses are located on the PA Inspired Leadership (PIL) Program website at: [www.education.pa.gov/Act45PIL](http://www.education.pa.gov/Act45PIL)

- [RA-EDACT45@pa.gov](mailto:RA-EDACT45@pa.gov)

# ▶ ACT 13 Requirements

***Principals, Assistant/Vice Principals, Directors of Career and Technical Education, and Supervisor of Special Education must complete the following course within six months of initial appointment in PA commonwealth public schools:***

[Act 13 & Beyond](#): Educators Driving Instructional Excellence meets the requirements for newly appointed principals.

Note: Supervisors of Special Education may elect to take the 5-hour Act 13: Supervisor of Special Education course instead of the PIL course. The course can be taken through the SAS PD Center.

## Contact/Mission

For more information, please visit PDE's website at  
[www.education.pa.gov](http://www.education.pa.gov)

*The mission of the Department of Education is to ensure that every learner has access to a world-class education system that academically prepares children and adults to succeed as productive citizens. Further, the Department seeks to establish a culture that is committed to improving opportunities throughout the commonwealth by ensuring that technical support, resources, and optimal learning environments are available for all students, whether children or adults.*