

Request for ACT 48 Course Reporting

*In compliance with the Pennsylvania Department of Education (PDE), Saint Joseph's University will report successful completion of all courses taken to satisfy ACT 48 regulations to PDE, the professional educator (the student), and the school entity that employs the professional educator. Records of credit course completion at Saint Joseph's University will become part of the student's permanent transcript; whereas noncredit course records will be kept for only five years. To request that your course completion be reported in compliance with Act 48, you must complete and sign this form. **Only a total of 180 hours or six credits (two courses) is necessary within a five year period.***

Name _____

Professional I.D. # _____

Program Status _____ Current Certification _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____

Semester	Course #	Course Title	Credits	Instructor
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I HEREBY GRANT PERMISSION TO Saint Joseph's University to report my completion of the above-named courses to the school entity listed here and to the PDE.

Student Signature Date

Certification Officer Signature DATE

PLEASE MAINTAIN A COPY OF THIS FORM FOR YOUR RECORDS. SAINT JOSEPH'S UNIVERSITY IS A REPORTING ENTITY ONLY AND WILL NOT KEEP A COPY ON FILE AFTER BEING REPORTED TO PDE.