

CONTINUING PROFESSIONAL EDUCATION

ACT 48

Professional Employee Reference Manual

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Central Bucks School District

Continuing Professional Education

Introduction

Act 48 of 1999 requires all certified educators to participate in a minimum amount of professional coursework and activities every five years in order to maintain active certificates. This reference document has been prepared for Central Bucks School District professionals in order to highlight the district's CPE Plan Components and to articulate the reporting and record keeping procedures.

Participation

In order to maintain active certification, all professional educators are required to satisfactorily complete a program of continuing professional education every five years as follows:

- Six (6) credits of collegiate study, or
- Six (6) credits of approved in-service courses, or
- One hundred eighty (180) hours of continuing professional education programs, activities or learning experiences, or
- Any combination of collegiate studies, approved in-service credit courses, or other programs, activities, or learning experiences equivalent to one hundred eighty (180) hours

For the purposes of calculating hours and credits of continuing professional education, one (1) credit of collegiate studies or approved in-service credits shall be equivalent to thirty (30) hours of continuing professional education programs, activities or learning experiences.

Approved Activity Options

The approved activity options from which every professional staff member may choose are:

1. Professionally related graduate coursework (as per district guidelines)
2. Enrollment and participation in professionally related master's degree programs
3. Other programs, activities, experiences delivered by the following approved providers:
 - a. Central Bucks School District
 - b. Bucks County IU #22 or any Pennsylvania Intermediate Unit
 - c. Professional conferences and workshops provided or sponsored by:
 - Activities approved by CBSD school board or District Act 48 Committee
 - American Association of Family and Consumer Sciences and affiliates
 - American Association of Health, PE, Recreation and Dance (AAHPERD)
 - American Association of School Librarians (AASL) and affiliates
 - American Council on Teaching of Foreign Language (ACTFL) and affiliates
 - American Language Therapy Association (ALTA) and affiliates
 - American Library Association (ALA) and affiliates
 - American Psychological Association (APA) and affiliates
 - American Speech-Language-Hearing Association and affiliates
 - Approved Wilson Reading Program Providers
 - Association for Supervision and Curriculum Development (ASCD)
 - Bucks County Library – Doylestown Branch
 - Bureau of Educational Research (BER)
 - Central Bucks Healthier Community Team
 - Certified School Nurse Association of Bucks County
 - Children's Hospital of Philadelphia (CHOP)
 - College Board
 - Council for Exceptional Children and affiliates
 - Discovery Education Network online courses
 - Doylestown Hospital and affiliates
 - Educational Testing Services (ETS)
 - Foundations Behavioral Health
 - Infinite Campus University
 - International Dyslexia Association and affiliates
 - International Multi-sensory Structural Language Education Conference and affiliates
 - International Reading Association (IRA) and affiliates
 - International Speech & Language Association (ISLA) and affiliates
 - International Technology Education Association (ITEA) and affiliates
 - Learning Research and Development Center (LRDC)
 - Lenape Valley Foundation
 - Music Educators National Conference (MENC) and affiliates
 - National Art Education Association (NAEA) & affiliates
 - National Assessment of Educational Progress (NAEP)
 - National Association for the Education of Young Children (NAEYC)
 - National Association of School Nurses (NASN) and affiliates
 - National Association of School Psychologists (NASP) and affiliates
 - National Association of Sport and Physical Education (NASPE)
 - National Board for Professional Teaching Standards
 - National Business Education Association and affiliates
 - National Council of Teachers of English (NCTE) and affiliates
 - National Council of Teachers of Mathematics (NCTM)
 - National Council for the Social Studies (NSCC) and affiliates
 - National Education Association (NEA)

- National Interscholastic Athletics Administrators (NIAAA) and affiliates
 - National Middle School Association and affiliates
 - National Science Teachers Association (NSTA) and affiliates
 - National Staff Development Council (NSDC) and affiliates
 - PA Association for Gifted Education (PAGE) and affiliates
 - PA Education Technology Conference (PETC)
 - PA School Counselors Association and affiliates
 - PA State Education Association (PSEA)
 - PA Technical Training and Networking (PATTAN)
 - PA Writing & Literature Project
 - Philadelphia Museum of Art
- d. Pennsylvania Department of Education (PDE)
- e. Special Education training activities (matched to assignment)
- f. Curriculum development activities as part of district initiative
- g. Visitations to other institutions/school entities with district approval
- h. In-district professional development presentations with district approval
- i. Out-of-district professional development presentations with district approval
- j. Accredited college – affiliated seminars

Reporting/Record Keeping

The district will comply with any and all prescribed reporting requirements of the Pennsylvania Department of Education. The Central Bucks School District Staff Development office will maintain records; however, it is the responsibility of each professional educator to ensure the accuracy of all records. An employee record or “staff file” will be established for each individual.

The following procedures will be used for reporting and record keeping of all continuing education activities relative to Act 48.

In-district, arranged through Staff Development Office (on-line)

This category represents all of the workshops, seminars, academies, and in-district in-service days arranged through the district’s Staff Development office. Typically, registration for these sessions is done on-line through <http://pdplace.cbsd.org>.

- Register on-line
- Attendance sheet will be merged with the individual staff files to be recorded in district system
- Nothing else needs to be done by employee

Out-of-District

This category represents all the workshops, conferences, and seminars that are included on the Central Bucks list of “approved providers”, but are not affiliated directly with the school district.

- Obtain pre-approvals if necessary (school day, district expense, etc.)
- Educator attends activity and receives a verification document
 - ACT48 hours could be automatically provided by presenter to PDE
 - Could use CB verification form – get presenter to sign
 - Could be other evidence of participation (e.g. attendance certificate)
- Educator has one thing to do:
 1. Submit one hard copy of the verification document to the Staff Development office. Once the verification document is received, the staff file will be updated to reflect this latest entry. The Act 48 hours will be transmitted to PDE.

Graduate courses

This category represents graduate school courses and any other professionally related college courses that are described as appropriate in the Act 48 Plan.

- Educator attends graduate courses and receives a grade report or transcript when course is completed.
Educator requests that college submit Act 48 hours directly to PDE.

Reports

- Professional educators will have access to the information in their individual staff files, and are encouraged to monitor their own records. *
- Continuing Professional Education records will periodically be transferred to PDE in accordance with applicable guideline.
- PDE will inform educators and CBSD as to the number of credits/hours needed for compliance no less than 12 months prior to the end of an educator's five-year compliance period.
- PDE will provide all notices of inactive certification, reinstatement, etc.