

Pleasant Valley School District

Office of Curriculum & Instruction

Educational Academy: Staff Development Division

Request for Act 48 Hours - Out of District/Not Sponsored by PVSD

This form is to be completed by any faculty member requesting permission to

- a) attend a workshop that is **not** offered in the Educational Academy and
- b) apply the hours from the workshop to Act 48 Hours.

Any questions please call Lorraine McCutchan at ext. 1246.

Procedures:

- (1) Faculty member - Complete Section 1 of this form and submit to your Building Principal
- (2) Building Principal will complete Section 2, and then return form to faculty member.
- (3) Upon completion of the course, faculty member will submit all necessary documentation (copy of certificate or letter of completion or other documentation received at workshop to show attendance) along with this approved form to **Lorraine McCutchan at Administration**, where the event will be entered into the CPETracker awarding Act 48 Hours.
- (4) The form must be submitted no later than two weeks after the completion of the event.

*****Act 48 Hours cannot be awarded without required paperwork.*****

Section 1

Name: _____

Building: _____ Date of Application: _____

Workshop Provider: (ex. PDE, IU#, ESU) _____

Workshop Title: _____

Workshop Date: _____ Workshop Hours: _____

Workshop Location: _____

Act 48: Number of hours requesting: _____

Please complete the following:

- 1. Is there a fee for the workshop? NO YES cost: _____
- 2. Was the fee budgeted in your department, grade level, or building? YES NO
- 3. Is the workshop offered outside of contracted hours? YES NO
- 4. Will the workshop provide you with credit and will the credit be applied to your salary steps?
YES NO

(OVER)

5. How do you believe this workshop will impact your teaching or professional assignment? Student performance (if classroom teacher)?

6. How do you propose to implement the objectives of the workshop in your professional assignment?

7. How will you share the objectives of the workshop with your professional colleagues?

If necessary, use additional sheets to respond to items 4-7. Please attach a description or agenda of the workshop. Submit this form to your principal.

Section 2

Principal's Determination:

Act 48 Hours: _____ **APPROVED** **DENIED**

Principal's Signature: _____ **Date:** _____

For Curriculum Office Use Only

Date documentation received: _____

Act 48 Hours awarded: _____

Spreadsheet updated: _____ CPETracker updated: _____

Notes: _____
