

# **Certification and Staffing, Act 48, and Act 45 (PIL) Information and Updates**

Spring 2023

# ➤ Agenda

- Chapter 49 Impact on Certification and Staffing
- Act 55 of 2022 Overview and Updates
- Certification and Staffing Updates

## ➤ Chapter 49 Impact on Certification/Staffing

# Chapter 49 Impact on Certification and Staffing

Dr. Kerry Helm, Assistant Director  
Bureau of School Leadership  
and Teacher Quality



## ➤ Chapter 49 Impact on Certification /Staffing

- Impact on Certification and Staffing
  - Changes to certification – see [Chapter 49 Implementation](#) on the PDE website for a complete list with explanations and references.
  - Updates to certification processes including the [Teacher Information Management System \(TIMS\)](#).
  - Updates to [Certification and Staffing Policy Guidelines](#).

# ➤ Act 55 of 2022 Overview and Updates

## Act 55 of 2022 Overview and Updates

# ▶ Act 55 of 2022 Overview and Updates

- [Act 55 of 2022](#) Definition and Overview
- Impact on Certification and Staffing
- Other Related Areas

# ▶ Act 55 of 2022 Overview and Updates

- Omnibus amendment updating the [Public School Code of 1949](#).
- [Summary of impacts](#) on elementary and secondary education on the PDE website.
- [Summary of impacts](#) on continuing education (Act 48 professional development) in an FAQ on the PDE website.

# ➤ Act 55 of 2022 Overview and Updates

- Certification and Staffing Items
  - Career & Technical Out of State Applicants ([1204.3](#))
  - Out of State Applicants ([1206.1](#))
  - Dance certification ([1220](#))



# ➤ Act 55 of 2022 Overview and Updates

- Other related areas
  - Structured Literacy Instruction ([1205.8](#))
  - Basic Skills Assessment 3-year moratorium ([1509-K](#))
  - Data Reporting ([1508-K](#))

# ➤ Certification and Staffing Updates

## Certification and Staffing Updates

Dr. Ben Ruby

Senior Certification and Staffing Advisor

Bureau of School Leadership

and Teacher Quality



# ➤ What are CSPGs?

- The Certification Staffing Policy Guidelines (CSPGs) apply to public school educators and school entities.
- CSPGs contain essential information for certification processes and each public school certificate/license area.
- All [CSPGs](#) are available on PDE's website.

# ➤ CSPG Updates in 2022

- **CSPG #04 - Evaluation for Certificate Eligibility by the Bureau**
  - Certified out of state applicants for Education Specialist, Supervisor, or Administrator certificates may qualify for a comparable certificate based upon 2+ years of service and passage of PA certification exam.
- **CSPG #07 - Level II (Permanent) Certification**
  - Credits earned at a state-approved Associate degree-granting institutions are now accepted toward Level II certification.

# ➤ CSPG Updates in 2022

- **CSPG #09 – Experience Requirements**
  - Career and Technical Administrative Director certificate now requires 3+ years of professional experience at a CTC.
- **CSPG #21 - Testing**
  - Educators with a Supervisor certificate may add on a Single Area Supervisor certification, except Supervisor of Special Education, through testing only.

# ➤ Appropriate Certification

- A job/course description may be submitted for a staffing determination. Submit to:  
[ra-edcertstaff@pa.gov](mailto:ra-edcertstaff@pa.gov)
- How is the determination made?
  - Academic programs – CSPGs, additional PDE policy, subject-specific program guidelines.
  - Career and technical programs – listed under [CIP Codes](#).

# ➤ Certificate Validity

- A Level I certificate is valid until the end of its specified validity period as listed in [CSPG #03](#).
- Actual years of service on the certificate, not calendar years, count against certificate validity (see [CSPG #07](#)).
- [Basic Education Circular on Lapsed Certificates, 12-1201](#) states what a local education agency (LEA) should do if it appears that an educator's Level I certificate may be lapsed or about to lapse.
- Submit [Documentation Worksheet for Determining Certificate Validity](#) to [ra-edcertstaff@pa.gov](mailto:ra-edcertstaff@pa.gov).

# ▶ 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)
- 24 credits
- Credits:
  - 2-year or higher degree granting college
  - IU credits
- Induction
- 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:
  - 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



## ➤ Level I to Level II – CSPG #07

- Requirements for Permanent Certification:
  - Three years of satisfactory service on the Level I
  - Complete a Level II Assessment
  - 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
  - Chief School Administrator recommendation
  - Good Moral Character (GMC)
  - U.S. Citizen (except for world languages)

## ▶ Level I to Level II – CSPG #07 (continued)

- Mandatory Service
- Optional Service
- Non-Creditable Service

See [CSPG #07](#) for complete listings under these three types of service.

## Chapter 49.85 (d) Exceptions

- Provides LEAs additional flexibility for staffing related to the current Early Childhood PK-4, Grades 4-8, and Special Education PK-8 and 7-12 certificates.
- PDE permits this exception for Approved Private Schools (APS) where public school certificates are required in regulation.
- An LEA (not an agency or educator) may request an Exception.
- LEAs may re-apply.
- Submit to [ra-edcertstaff@pa.gov](mailto:ra-edcertstaff@pa.gov).

## ➤ Reminder: PK-12 School Social Worker Certification

- School Social Worker, Educational Specialist Certificate, is currently being issued ([CSPG #87](#)) - Required as of August 1, 2023.
- Special Considerations (apply by July 31, 2023):
  - Individuals who are currently licensed through PA as a LSW or LCSW may apply for and receive a School Social Worker certificate if they satisfy the following requirements:
    - Are currently employed by an LEA in the commonwealth as a school social worker; and
    - Have completed at least one year (140+ business days) of satisfactory service as a school social worker or other titled position providing social work-related services in a commonwealth LEA within the prior two years.

## ➤ Reminder: Computer Science 7-12 Certification

- Computer Science Instructional Certificate is currently being issued ([CSPG #71](#)) - Required as of December 31, 2022 for first-time Computer Science course educators.
- Special Consideration:
  - Educators who were appropriately certified and employed to teach computer science in a Commonwealth LEA on 12/31/2022 may continue to do so in the grade level limitations consistent with their certificate **while they remain in the same LEA.**

# Who Can Teach STEM?

- Certificates that may be used to teach STEM academic programs (with recommended trainings to meet specific competencies and skill sets):
  - Appropriate science certificates depending on course content
  - Technology Education PK-12
  - Mathematics 7-12
  - Computer Science 7-12
  - Mid-level Math 6-9 and 4-8
  - Mid-level Science 6-9 and 4-8
  - Grades PK-4
  - Elementary K-6
  - Art (STEAM)
  - Music (STEAM)
- Training Resources: [PATTAN](#), [PA's Intermediate Units](#), [PDE Website](#), Colleges/Universities

## ➤ TIMS & Work Affirmations

- Complete all work affirmations.
- May have to search by PPID for old work affirmations.
- Update and edit before submitting to PDE.
- All superintendents need to be provisioned users in TIMS to sign off on work affirmations before submission to PDE.

# ➤ Guest Teacher Emergency Permits

- Day-to-day substitute permits may be requested by the LEA responsible for the guest teacher program.
- This does NOT apply to long-term substitute teachers.



# ➤ Private Provider Reminders

Each LEA is responsible for the substitute educators working with its students.

- Only LEAs may request emergency permits.
- Please check to make sure your private provider substitute educators:
  - Have valid certification or an emergency permit, and
  - Provide original college or university transcripts for your personnel folders.

## ➤ Type 06 Substitute Educator Audit

- An audit not based on a good moral character issue or non-U.S. citizenship requires an official transcript verifying the minimum required postsecondary credit attainment (typically a bachelor's degree) if the substitute educator does not hold a PA certificate.
  - A transcript is not on file at PDE for those holding Type 06 permits unless they were audited in the past.
- The PDE 338G form is requested for auto re-issued applicants.

# ➤ Substitutes with Inactive Certification

- Inactive and Voluntary Inactive Pennsylvania certificate holders may substitute for a total of 180 days per school year in their certificate area(s).
- No permit is required to work in their certificate area(s).
- Type 06 emergency permit is required when the individual is working outside of their certificate area(s).

# ► Day-to-Day Student Substitutes

- Act 86 of 2016 – Students Currently Enrolled in the Program
  - Must be continuously enrolled in a PA-approved teacher prep program.
  - Must have a minimum of 60 semester hours or equivalent.
  - For SY 2021-22 and 2022-23 only, may substitute unlimited under Act 91 of 2021 except for those completing student teaching experience.
- Locally issued – no TIMS application – keep records

# ▶ Type 01 Long-Term Emergency Permit

- A Type 01 permit is issued to fill a position that will exceed 20 consecutive days in a single assignment when future employment is anticipated.
- Examples of vacancies:
  - New position
  - Resignation
  - Retirement
  - Termination

# ➤ Reissuance Requirements

- Requesting LEA's responsibility to discuss the following requirements with emergency permit recipient.
- First reissuance - credit requirements are based on the date of the initial emergency permit.
  - August 1 - November 30 = six program credits
  - December 1 - March 31 = three program credits
  - April 1 - July 31 = proof of program enrollment
- Second reissuance and all subsequent require nine credits.

# ➤ Type 04 Long-Term Emergency Permit

- A Type 04 permit is issued to fill a temporary substitute position that will exceed 20 consecutive days in a single assignment.
- Can be issued twice for the same educator in the same subject area.
- Examples of temporary positions:
  - Sabbatical, medical, maternity
  - Coverage while recruiting
  - Coverage for eliminated position

# ➤ Act 82 of 2018 – Special Education

- Special Education PK-12 was effective 1/1/22.
- PA students who enrolled as of 12/31/21, remained continuously enrolled, and complete Special Education PK-8 and Special Education 7-12 programs by this fall semester (December 2022/January 2023) may apply for these certificates within 60 days of graduation.
- PDE will continue to issue the special education expansion grade scopes indefinitely for all educators that hold initial Special Education PK-8 or 7-12 certificates.



# Website and TIMS Updates

- Check website for updates
- TIMS Provisioned Users Update
- Keystone Login Issues? Contact Keystone Login HelpDesk at (877) 328-0995

# 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

## ➤ Additional BSLTQ Contact Information

- Dr. Kerry Helm - [khelm@pa.gov](mailto:khelm@pa.gov)
- Dr. Ben Ruby (staffing, job/course description review, validity, audits) - [ra-edcertstaff@pa.gov](mailto:ra-edcertstaff@pa.gov)
- For more information on Certification and Staffing please visit PDE's website at [www.education.pa.gov](http://www.education.pa.gov)

# ► How to Stay Informed

- Follow PDE on [Facebook](#), [Twitter](#), [YouTube](#), and [Pinterest](#).
- Watch for announcements sent via Penn\*Link or to the Chief School Administrators and Certifying Officers.
- Visit the [Frequently Asked Questions](#) page of our website.
- Refer to [Certification and Staffing Policy Guidelines \(CSPGs\)](#) - check Table of Contents for updates.

# Act 48 Information and Updates

Carrie Anderson, Division Chief for  
Planning and Professional Development

# ▶ 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 first-year teachers 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/>

# 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)

Carrie Anderson- Division Chief for  
Planning and Professional  
Development

## Free PDE Act 48 Course:

SAS Institute

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

## Please mail the out of state transcripts for college credits to:

Act 48 Transcripts, Division of Planning  
Pennsylvania Department of Education  
333 Market Street, 3rd Floor  
Harrisburg, PA 17126-0333

Please have out of state e-transcripts  
sent to: [ra-edact48etrscpt@pa.gov](mailto:ra-edact48etrscpt@pa.gov)

# Act 45 Information and Updates

Carla Wilson - Advisor

Act 45/ PA Inspired Leadership Program

# ▶ 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 CPE courses are located on the PA Inspired Leadership (PIL) Program website at:  
[www.education.pa.gov/Act45PIL](http://www.education.pa.gov/Act45PIL)
- Contact Carla Wilson: [c-cwilson@pa.gov](mailto:c-cwilson@pa.gov)
- (717) 346-7112

# ▶ 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)

- Contact Carla Wilson: [c-cwilson@pa.gov](mailto:c-cwilson@pa.gov)
- (717) 346-7112

# ▶ ACT 13 Principal Induction 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.

<https://www.education.pa.gov/Teachers%20-%20Administrators/PA%20Inspired%20Leaders/Schedules/Pages/default.aspx>

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.

## ▶ PDE Mission

*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.*