

**Act 45 Induction Requirements Reminder for Principals, Assistant and Vice Principals**

***Please distribute this document to all first-time assistant/vice principals and principals and to central office/HR staff.***

Principals, assistant principals, and vice principals are required to complete a Pennsylvania Department of Education (PDE)-approved Principal Induction Program and convert from an Administrative I to an Administrative II certificate within five years of initial appointment as a principal, assistant principal, or vice principal in commonwealth public schools.

There are two exceptions:

- Administrative (Type 78) certificates that are valid for 99 years require completion of the Principal Induction Program only if initially hired in a public school as a principal, vice, or assistant principal position on or after January 1, 2008.
- Administrative Provisional I holders who complete PIL Induction as the program requirement for certification must complete the induction and testing requirement and convert to an Administrative I within two years of employment.

**Who must fulfill the requirements?**

- All persons issued an Administrative certificate prior to January 1, 2008, but who are employed for the first time as a principal or assistant/vice principal in a commonwealth public school on or after January 1, 2008. This requirement includes administrators assigned to “acting” principal or assistant/vice principal positions.
- All persons issued an Administrative I certificate on or after January 1, 2008, who are employed as principal or assistant/vice principal in a commonwealth public school. This requirement includes administrators assigned to “acting” principal or assistant/vice principal positions.
- All persons hired on an Administrative Provisional I certificate who complete PIL Induction as the program requirement for certification must complete a PDE-approved Principal Induction Program within two years from the date of employment in the position.

Administrative Provisional I holders who complete an approved Administrative certificate program as their program requirement must complete the program and testing within two years; but have five years from the date of hire in which to complete the PIL Induction.

**Please refer to the Pennsylvania Inspired Leadership (PIL) Continuing Professional Education Requirements Reminder Penn\*Link for information regarding the Act 45 professional development requirements. Please use this link [www.education.pa.gov/Act45PIL](http://www.education.pa.gov/Act45PIL) to locate the document.**

**Required Induction courses: PIL/NISL Course One & Two**

**Please note that all administrators serving in PIL-covered positions, including those working to fulfill the Principal Induction requirement, must complete continuing professional education hours in approved courses.**

**This requirement begins on the date of service in a PIL-covered position. The school/district PIMS staffing report will inform PDE/PERMS of the administrator's change**

**to a PIL-designated title; however, the requirement may not be visible on the PERMS record for several months.**

Where to find additional information:

- PDE Certification Information - [TIMS Website](#)
- PDE/[PA Inspired Leadership \(PIL\) Program](#)

For additional information, please contact:

Carla Wilson, PA Inspired Leadership Program

Phone: 717.346.7112

Email: [c-cwilson@pa.gov](mailto:c-cwilson@pa.gov)