

Act 45 Help Desk Questions and Answers

Table of Contents

Act 45.....	3
Act 45 Resources	3
Act 45 Requirements.....	3
Act 45 ITQ Process.....	3
Act 45 ITQ Renewal Process.....	3
Act 45 Professional Development.....	4
Withdrawing from a class	4
Uploading Act 45 hours	4
Administrator Vacated Position During Compliance Period	4
Admin I.....	4
New Act 45 Administrator	4
Admin II.....	5
Administrative II Certificate	5
Admin who began prior to January 1, 2008.....	5
Certification	5
Compliance	5
Admin Level II – Do I need to take Act 45 courses?	5
Level I Certificate Extensions.....	5
Inactive Certificate.....	5
Extensions of Compliance Period.....	5
Appeal of Inactive Certificate.....	5
Doctorate Program.....	6
Excess Hours.....	6
Pennsylvania Inspired Leadership (PIL) Induction Program.....	6
PIL Induction Program Registration.....	6
Bridging from Course 1 to New Induction Program.....	6
Cycles of Professional Development for Principals and Assistant Principals	6
Cycle #1	6
Cycle #2	7
NCEE Course 3.....	7
PERMS	7
Viewing Continuing Education Hours and Transcripts.....	7
Classes Appear to Be Uploaded as Act 48 instead of Act 45	7

Act 45 Help Desk Questions and Answers

- Retirement..... 7
 - Certificate Status..... 7
 - Retired/Annuitant Status..... 7
 - Directions for Retirees Returning to PA Public School Employment..... 7
 - Act 5-2006 regarding Retirees and Act 48..... 8
- Safe Schools Training 8
- TIMS..... 8
 - Job Assignment Change..... 8
 - Job Assignment Incorrect..... 9

Act 45 Help Desk Questions and Answers

Act 45

Act 45 Resources

Please visit PDE's [one-stop-shop](#) for more information on Act 45 and PIL courses. To sign up for courses, visit the [SAS PD Center](#).

Act 45 Requirements

An Act 45 administrator is defined as those in one of the following positions:

- Assistant/Vice Principal
- Principal
- Assistant Superintendent
- Superintendent
- Assistant Executive Director
- Executive Director
- Career and Technical Education (CTE) Director

Educators who hold an Administrative I certificate but are NOT currently serving in an Act 45 position are NOT required to participate in administrative induction courses or earn Act 45 credit hours. They will receive Act 48 credit for any courses taken.

Assistant CTE Director

The legislation doesn't include the title of Assistant CTE Director; therefore, Assistant CTE Directors do not need to complete Act 45 hours. However, please know Assistant CTE Directors are invited to take Act 45 courses as they are a leader in your building. These courses will then count toward Act 48 hours.

Act 45 ITQ Process

Currently the process is the same and outlined on PDE's website, [PIL ITQ Application and Instructions \(pa.gov\)](#). Before sending out the application, the provider is verified that they are an Act 48 provider. If they are, then the Act 45 application is sent. If they are not, then they must first complete the Act 48 application.

Act 45 ITQ Renewal Process

Your application must be renewed every 3 years from the time it was approved. Our complete list of providers can be found on our website, [Continuing Professional Education \(pa.gov\)](#). Please review your approval dates, PDE suggests applying 60-90 days prior to the expiration date of 3 years. You should receive an email and a letter 90 days prior to expiration. However, if you don't, you can use the [Continuing Professional Education](#) list to signal when it is time for renewal.

As a reminder, Act 45 Providers must be approved as Act 48 Providers first. If you need to begin that process or renew, please contact RA-EDAct48APP@pa.gov.

Act 45 Help Desk Questions and Answers

Act 45 Professional Development

If you wish to register for free Act 45 courses, PDE has an online registration system, found in the [SAS PD Center](#). Continue to check back for additional offerings. PDE maintains a list of [Approved Providers](#) who offer courses. Please note, a fee may be required for the courses.

Please visit PDE's [one-stop-shop](#) for more information on Act 45.

Withdrawing from a class

Log into the [SAS PD Center](#) and withdraw from the class. Choose **My Classrooms** from the drop-down menu. Under options, choose **Withdraw**. Rosters will then reflect the change.

Uploading Act 45 hours

Only approved providers of approved courses can upload Act 45 hours. Approved Providers can be found on our website, [Continuing Professional Education \(pa.gov\)](#).

Administrator Vacated Position During Compliance Period

The annual school/district PIMS staffing assignment report informs PERMS that an administrator is no longer serving in an Act 45 position.

When that occurs, the number of Act 45 hours originally assigned to the administrator for that continuing education period may be reduced due to the reduction of prorated years of service in an Act 45 position (e.g., An educator who served as a principal for 2.5 years during the continuing education period would only be required to complete 90 Act 45 hours).

Additional Act 45 hours will not be required until the administrator returns to an Act 45 position. If the former administrator begins a new continuing education period, there will be no assignment of Act 45 hours on the PERMS record. The person will need only Act 48 credit hours to keep all certificates active.

If the administrator did not complete the Act 45 hours assigned for the period actually served, the hours must be completed after they move to the non-Act 45 position (before the end of the current continuing education period) to keep the administrative certificate active.

Admin I

New Act 45 Administrator

Specific requirements for new administrators include:

- New administrators, serving for the first time as a principal, assistant or vice principal and holding an Administrative I certification, must complete the **PDE Induction Program** or **PDE Approved Induction Program** within the **first five years** of service in the position to apply for and convert to an Administrative Level II certification.
- All new principals, assistant or vice principals with an active Administrative certificate must complete the **Educator Effectiveness (Act 13) course** within the **first 6 months** of an administrative assignment. This requirement will be met in the PDE Induction Program beginning in October 2024.
- Anyone holding an Administrative I certificate who wishes to convert to an Administrative II must complete PIL Induction or PDE-Approved Induction and serve satisfactorily in the administrative position for at least three years.

Act 45 Help Desk Questions and Answers

Admin II

Administrative II Certificate

In accordance with Act 45 of 2007, individuals who are employed as a principal or assistant/vice principal in a public school in the Commonwealth of Pennsylvania for the first time after January 1, 2008, must meet the following requirement to convert from their Administrative I certificate to Administrative II:

- complete three years of satisfactory service on the PA Administrative I certificate; and
- complete the PDE approved PA Inspired Leadership (PIL) Induction Program.

For more information, please visit PDE's webpage, [Administrative Level II Certification \(pa.gov\)](#).

Admin who began prior to January 1, 2008

If an educator was serving as an Act 45 administrator prior to 2008, they are not required to complete the PIL induction program, but they must complete the Act 45 continuing education courses.

Certification

Compliance

Admin Level II – Do I need to take Act 45 courses?

Administrators with an active Administrative I or Administrative II certification and currently serving in an Act 45 position must earn 180 hours of Act 45 credit every five years.

Level I Certificate Extensions

While the compliance period for completing Act 45/48 hours was extended due to Act 13 of 2020 and Act 55 of 2022, the Administrative Certificate Level I timeframe was not extended. The legislators did not extend the timeframe that assistant principals and principals could complete induction. This remained the same and is to be completed within the **first 5 years** of becoming an assistant or vice principal or principal.

Additionally, only the PDE can give extensions to administrators. Act 45 of 2007 states, "In the event that school or system leaders are unable to access these programs because all available slots are filled, the school or system leader may request and shall be granted upon review by the department an extension of the compliance period."

Inactive Certificate

An administrative certificate will become inactive if the administrator does not complete the required Act 45 hours by the end of the compliance period (continuing education, CE). If an Administrative certificate becomes inactive, the administrator needs to complete the required hours to reactive the certificate.

Extensions of Compliance Period

There is a provision in Act 48 for granting an extension of the five-year period due to extenuating circumstances. Extenuating circumstances may include active military duty, a medical disability, financial hardship, or others mentioned on the form. Apply online via TIMS to change your existing credential and request an extension of the Act 48 continuing education period.

For additional information, contact RA-A48APPS@pa.gov.

Appeal of Inactive Certificate

An educator may appeal a notice of inactive certification. All appeals must be received by PDE within 30 days of the date of the notice of inactive certification.

Act 45 Help Desk Questions and Answers

The appeals form can be found on the [Fees and Forms](#) page of our website. For additional information, contact RA-A48APPS@pa.gov.

Doctorate Program

[Approved Letter of Eligibility courses](#) can be uploaded for Act 45 hours and would be uploaded by the college/university. All other courses within a doctorate program can be uploaded by the college/university for Act 48 hours unless the college/university submitted an application for Act 45 approval of their other doctorate-level courses. Act 45 approved providers can be found on PDE's website, [Continuing Professional Education \(pa.gov\)](#).

Note: Each 1 college semester credit is worth 30 Act 45/Act 48 hours; each 3 credits would be worth 90 Act 45 hours. If the college is on a quarter schedule, it's 20 hours per 1 credit.

Excess Hours

A maximum of 50 excess hours earned within the last two years of the compliance period may be attributed to the succeeding five-year period. The excess hours will automatically carryover into your next compliance period.

Pennsylvania Inspired Leadership (PIL) Induction Program

PIL Induction Program Registration

The Department of Education has issued a routine Request for Proposal (RFP) for the statewide Pennsylvania Inspired Leadership (PIL) induction program contract. The RFP promises some exciting new opportunities and user-friendly options for all participants who participate in the PIL induction program after September 30, 2024, when the new contract is awarded. **Therefore, assistant or vice principals and principals can begin signing up for induction courses once the new vendor is selected.**

Induction courses beginning in October 2024 will be listed on the Department's new online registration system as soon as the vendor is selected. The registration system is found in the [SAS PD Center](#).

All induction courses will help to fulfill the Act 45-hour requirement. Each Act 45 administrator will need to monitor hours to ensure completion within compliance period; log into [PERMS](#) to monitor hours and view the continuing education (CE) transcript.

Bridging from Course 1 to New Induction Program

Administrators who were not able to complete the NCEE induction program will be able to transfer hours and credits to the new induction program regardless of the provider.

Cycles of Professional Development for Principals and Assistant Principals

Cycle #1

- Continuing Education (CE) Hours
 - The compliance period or cycle begins when receiving a certificate from the Department of Education. This is typically for Act 48 hours since most people start as a teacher. After becoming an assistant or vice principal or principal, Act 45 hours are required. These are included in the original cycle. The compliance period will include both Act 48 and Act 45 hours. These compliance periods are for 5 years unless the legislators add extensions to

Act 45 Help Desk Questions and Answers

allow educators longer to earn their continuing education hours, which occurred in 2016, 2020, and 2022.

Cycle #2

- Administrative Certificate – Level 1 to Level 2
 - This cycle is not related to your compliance period, instead it is the cycle to move from Level 1 Administrative Certificate to Level 2 Administrative Cycle. The Act 45 administrator needs to complete induction by the end of their 5th year and complete 3 years of satisfactory service as an assistant principal and/or principal.

NCEE Course 3

By completing NCEE courses 1 & 2, an administrator has completed the required induction program. Course 3 was an optional course which is no longer available.

PERMS

Viewing Continuing Education Hours and Transcripts

Visit [PERMS](#) to view continuing education (CE) hours and a transcript of course completion. Enter your PPID to access record, click on View CE Details to view continuing education transcript of courses completed.

Classes Appear to Be Uploaded as Act 48 instead of Act 45

Courses in PERMS, should be listed as Act 45 Professional Development, but unfortunately, they are not. However, we are updating the language to make it less confusing. In the future, you will see Act 45 Professional Development under Course/Activity Type. However, for now, it will read Act 48 Professional Development Activity and then PA Inspired Leadership (PIL). This is because Act 45 hours count toward your Act 48 requirement. If you see PA Inspired Leadership (PIL) in the last column of your transcript, then the course was uploaded as Act 45 credit.

Retirement

Certificate Status

It is unnecessary to inactivate your certificate when retiring.

Retired/Annuitant Status

An educator is listed as RETIRED at the PDE, as reported by PSERS/retirement agency whenever the individual removes any or all retirement funds or transfers to another retirement agency:

- Act 48/45 requirements are suspended under Act 5 of 2006.
- The Act 48/45 time period/calendar ceases to advance even if hours are completed.
- Certificate remains or becomes ACTIVE under RETIRED status at the PDE during this suspension of Act 48 requirements.

Directions for Retirees Returning to PA Public School Employment

To return to PA public school service, remove RETIRED status from your certificate records and re-start your Act 48/45 period:

1. Educator must ensure their district submits a completed “Retirees Returning to Service” form (PSRS-1299) to PSERS, available on PSERS’ website.
2. Educator must complete 180 working days of employment in PA public school.
3. PDE requires documentation from school district confirming the following dates:

Act 45 Help Desk Questions and Answers

- The exact start date of retirement--mm/dd/yyyy
- The exact date of return to PA public school employment--mm/dd/yyyy
- The exact date of 180 working days completed after return to PA public school employment—mm/dd/yyyy

Send information via email to RA-EDACT48@PA.GOV.

Act 5-2006 regarding Retirees and Act 48

Act 5-2006 amends Act 48-1999 Professional Development Requirements for Retirees

This important announcement pertains to all current and future Pennsylvania professional public school retirees (annuitants) and employing school entities with responsibilities for continuing professional education required by Act 48-1999 Professional Development.

Act 5-2006 was passed February 3, 2006, to amend Section 1205.2 of the School Code, Program of Continuing Professional Education (known as “Act 48-1999”) and became effective April 3, 2006.

Act 5-2006 provides as follows:

1. Department of Education online continuing professional education courses will be made available at no charge to all professional educators.
2. Act 48-1999 requirements will be suspended for all annuitants who do not return to school service.
3. All annuitants’ certificates will be considered active during the suspension of Act 48-1999 requirements.
4. A professional educator annuitant who returns to school service in a full-time position or in a day-to-day or long-term substitute position and continues in school service for more than 180 days, cumulatively, must fulfill the requirements of Act 48 beginning with the 181st day of the annuitant’s return to school service.
5. In accordance with the Regulatory Review Act, the Department will issue a standard requiring the tracking and reporting of active service of annuitants.

Safe Schools Training

Act 55 of 2022 amended Section 1310-B of the PA Public School Code of 1949 to establish new requirements for school safety and security training for all school employees in Pennsylvania. The new requirement is three hours of instruction annually and requires the training provided meet certain standards as adopted by the School Safety and Security Committee (SSSC) housed within the Pennsylvania Commission on Crime and Delinquency (PCCD). Amendments in Act 55 also established requirements for mandatory training for School Safety and Security Coordinators.

On September 28, 2022, the SSSC approved training standards for School Safety and Security Training for all school employees and the training criteria for School Safety and Security Coordinators. If you are seeking Act 45 credit for any of the above-mentioned trainings, please click the link below.

[Act 45 Credit Submission Form \(pa.gov\)](#)

TIMS

Job Assignment Change

If an administrator was new to an Act 45 position as of the most recent school year, the administrator will see the past year’s job assignment listed in TIMS by the end of July. At that time, PERMS will reflect the

Act 45 Help Desk Questions and Answers

job assignments accordingly, and the administrator will see Act 45 listed as a separate line item. Any Act 45 courses that will be taken will also be listed under that heading.

For example, if an educator becomes a building principal in 2024-2025, the new job assignment in TIMS and PERMS will be adjusted by mid-August 2025.

Job Assignment Incorrect

PIMS coordinators enter job assignments. If this is incorrect, please have your chief school administrator email RA-EDACT45@pa.gov with an official letter stating your correct job assignment and years that you were in that position. Please contact your PIMS coordinator to ensure that job descriptions are accurate.