



**PA ACT 45/48
CONTINUING PROFESSIONAL EDUCATION
RELEASE FORM**

LAST NAME	FIRST NAME	MID INIT	MAIDEN NAME
STREET	CITY	STATE	ZIP
PPID NUMBER	EMAIL	PHONE NUMBER	

I authorize Marywood University to provide the following course information to my PERMS account with the Pennsylvania Department of Education on my behalf.

Course number	Course title	Credits	Semester	year

I checked this form and accept responsibility for any inaccuracies.

By my signature, I certify that I have verified with my school district or entity where employed (if applicable) the appropriateness of this course for ACT 48.

➔ SIGNATURE OF STUDENT: _____ Date: _____

The educator is responsible for making a college or university aware that he/she wants the credits reported to PDE. Forward this completed and signed ACT 48 Release Form to the School of Education at Marywood University. Afterwards, you will be able to view reported ACT 45/48 courses on your [Act 48 Professional Education Record Management System](#) (PERMS) account. Enter your Professional Personnel Identification (PPID) number in the box provided. Your Act 48 reporting period information will be displayed. The webpage will list your specific five-year period, as well as the continuing education courses that have been credited during the reporting period, and how many hours you still need to complete in order to satisfy the current reporting period requirements. If you do not have a PPID, you may retrieve your number by following the instructions provided under "Get your Professional Personnel ID." School districts and LEAs are also advised that PPIDs must be used when generating an Educator's Report in order to ascertain the Act 48 status of their employed educators.

Contact Marywood's School of Education if credits/hours do not appear on the PDE site or if there are any discrepancies in the data.

Submit form to:

Marywood University
School of Education
McGowan Room 2015
2300 Adams Avenue
Scranton, PA 18509

Email: jmmmercereau@marywood.edu