

Instructions for Act 48 Programs through PASNAP

PASNAP is now offering Act 48 credits for conferences that you might be conducting in your county or regional area. If you are providing a conference in your region or county and wish for PASNAP to assist with providing Act 48 credit, you will need to apply 4 weeks in advance of the conference. Please allow 2 weeks for review and approval of your conference topics/speakers.

This process will need a total of three forms completed. The first is an Act 48 Abstract. This is available on the PASNAP website, or can be emailed, by contacting Angela Dastolfo, who will be reviewing all abstracts for approval. Please fill out this form completely and in detail, to meet any future auditing needs. This form will include the speaker's name and biographical information, the title of the presentation, purpose and objectives. Teaching strategies, resources/materials to be utilized and the exact amount of time in lecture needs to be completed as well on this form.

Once your program is approved, you will receive the following forms:

- **Roster** of all the names and ACT 48 professional ID numbers of the participants who attend this conference. Notations of who wishes ACT 48 to be provided through PASNAP needs to be indicated, along with who are ACTIVE members of PASNAP. *Those wishing ACT 48 who are current members of PASNAP, will have NO CHARGE for this service. Those who are not current PASNAP members will need to submit a \$20.00 charge for this service.*
- **Evaluation form** all who attend this conference.
- **Evaluation Tally** -The conference coordinator is required to tally evaluations on the provided form
- **Certificates of attendance** will be sent to you by PASNAP to be copied and given to the attendees.

Mail all forms to Angela Dastolfo, 233 Fairhaven Drive, Lower Burrell, PA 15068 or electronically to adasolfo@wiu.k12.pa.us.

When having registrants sign in for the conference PLEASE make sure each registrant who wishes Act 48 provide both their Professional Name used at the PDE website and their PDE Professional ID number. Nicknames or unreadable names will delay the processing of Act 48 recording to PDE.

(Those PASNAP members who are not aware of what their current Act 48 Professional ID number is can obtain their number by accessing the PDE website at www.pde.state.pa.us. Once on this website, hit the icon to the left marked ACT 48 and follow the instructions of entering your professional user name and social security number. You will then be provided with your Professional Act 48 ID number.)

If anyone has any questions or concerns about this process, please feel free to contact Angela Dastolfo, our current board member who will be processing this information. She can be reached via email at adastolf@wiu.k12.pa.us.