



# ACT 48 REQUEST FORM – INDIVIDUAL

If possible, please submit your completed form one month before the training to [act48@aiu3.net](mailto:act48@aiu3.net) as an email attachment, and send your completion certificate and event agenda upon completion of the training.

Full name

Your 7-digit PPID number

Name of course or workshop

Organization or program providing the training

List all dates & times of course/workshop

Workshop location

Number of hours requested

Instructor name

Description of event

Email address

Phone number

**To receive credit, the training must meet at least one of the following PDE criteria.**

Select the appropriate option(s) below

- Curriculum Development and Program Design
- Education in the Workplace
- PDE-sponsored course, program, etc.
- Early Childhood and Child Development Activity
- In-service program
- Professional Conference or Workshop
- Review/Redesign/Restructuring of School Programs
- Special Education Activity

**NOTE:** We charge a \$7.00 recording fee per record/per person to record hours into the system. You may pay your fee at our secure online payment page: [aiu3.net/act48](http://aiu3.net/act48). We also accept checks made payable to **AIU/CPE** at Allegheny Intermediate Unit, Attn: Denise Pilarski, 475 E. Waterfront Dr., Homestead, PA 15120.

Remember to send your certificate of completion and timed event agenda/schedule upon completion of the training as an email attachment to [act48@aiu3.net](mailto:act48@aiu3.net). Please contact **Denise Pilarski** with any questions.

**This section is only to be completed by AIU/CPE staff**

Final Approval

Date

Entered into Perms

Date

Invoice

Check Enclosed

Amount