



MEMORANDUM

TO: New Administrative/Instructional Staff
FROM: Michele Kostem, Associate Superintendent
DATE: August 2003
SUBJECT: Act 48 and CPETracker Information



Please read this memorandum carefully and completely. CPETracker is the web-based system used by the district to track Act 48 hours. Hours contained in the system for educators are uploaded to the Pennsylvania Department of Education's Act 48 system monthly. Below are brief descriptions of screens you encounter in CPETracker:



When you access CPETracker's web site <http://www.cpetracker.org> it returns a login screen. Registered Users already have a login name and password that should be entered in the appropriate fields available and then  should be clicked to access the system. New Users need to register themselves in the system to be issued a login name and password. In order to do this, New

Users should scroll to the bottom of the Login screen and click the arrow  next to where it says "Click Here to Register to Use CPETracker." The Quick Start Reference provides login/registration steps New Users should follow.





After registered users login, a screen called  is returned. This screen is easily accessible from any other screen in the system by selecting  on the horizontal list at the top of the screen. The Current Information screen is critical to the system because it identifies the following for you:

- Current five-year period for Act 48 Compliance
- Act 48 hours required
- Act 48 hours earned
- Act 48 hours pending approval
- Upcoming events for which you registered
- Events you have attended either by registering for the event in the system or by adding the event to the system

Remember, items reported directly to PDE, such as courses reported by colleges/universities or conferences/workshops reported by PDE-Approved Providers, will not be found on your Current Information screen.

This screen also contains the following buttons:

-  This button opens a new window with a transcript listing the events identified under your Attendance Information on your Current Information screen. You can click Print on the window's menu bar to obtain a hard copy of this transcript.
-  This button will be discussed later.

You navigate from the Current Information screen to other screens by clicking on the name of the screen in a horizontal list of screen names at the top of the Current Information screen (e.g. if you want to change your last name or address, click on Personal Profile in the list on the top of the Current Information screen).



Personal
Profile

The Personal Profile screen  contains the following:

- Login name (NOT changeable)
- Password
- Name
- Home address
- Home telephone and fax number
- E-mail address (use your district-identified e-mail)
- Certificate identification number (your social security number without hyphens)
- **Act 48 Compliance Start Date**
- Check box to indicate you are employed by a participating CPETracker school district



The accuracy of the Act 48 Compliance Start Date is crucial to ensure each five-year period is calculated correctly. Events will not appear on your Current Information screen until this date is filled in. The date entered depends on the following:

- if you received your teaching certificate **prior to** July 2000, your Act 48 Compliance Start Date is 07/01/00
- if you received your teaching certificate **after** July 2000, your Act 48 Compliance Start Date is the first day in the month you received your certificate (e.g. your certificate indicates the date as 01/02, your Act 48 Compliance Start Date would be 01/01/02).

Use the Personal Profile screen to change your last name, address, password, etc. **Changing your last name will not change your login name.**

If you forget your Login and Password, you can obtain this information by using the "Forgot Your Password?" link on the Login screen of CPETracker.

A blue rectangular button with the text "Employment Information" in yellow.


The Employment Information screen  contains Employment Detail, Act 48 Certification Status, and Certification Areas. Under Employment Detail is a list of your present, and possibly, past employers next to the dates of employment. When you click on the date range next to the name of an employer, you receive the Employment Detail page  and you provide the following for that particular employer:

- I.U. name (for Bethlehem, choose Colonial I.U. 20)
- LEA Name (LEA stands for Local Education Agency, choose Bethlehem Area School District)
- Start date (first day worked in the district)
- Termination date (only filled out when leaving the district)
- Primary building (your payroll school, see attached code list for your building code)
- Position held (choose the appropriate position from the list provided)
- Organization level (choose the appropriate level from the list provided)
- Building address (use address for your payroll school)
- Business telephone and fax (for your payroll school)
- E-mail (use only your district-identified e-mail address)
- First-Level Approver (use generic office e-mail address of first-level approver, who is the principal of your payroll school, e.g. farmersville-office@bethsd.org)
- Final Approver (use cpefinal@bethsd.org)

If you leave the Bethlehem Area School District, you are responsible for entering a termination date located on the Employment Detail page that you access from the Employment Information screen. Thereafter, you need to check with your new employer as to the Act 48 tracking system used by that school district because not all school districts use CPETracker. If your new employer uses CPETracker, then you can go to the Employment Information screen to add a new employer with the




button. All hours accrued with Bethlehem Area School District will be retained in your record even after changing employers.


If you used CPETracker previously with a former employer, you need to enter a termination date for your former school district. Then, you need to click on the  button and enter Bethlehem Area School District as your present employer and enter district information in the Employment Detail as identified above. All hours accrued with your previous employer will be retained in your record even after adding Bethlehem Area School District as your new employer.

If you came from another school district that does not use CPETracker, the hours previously accrued with that school district should have been reported to PDE by the system used by your previous employer. These hours will not appear in CPETracker, nor should you add them.



The CPE Events screen  provides a list of all events posted by the district and other school districts and intermediate units for which educators can register. Registering for an event is a **two-step process** described later.

This screen also provides a search capability to allow you to limit the number of events listed for your review. This feature is at the top of the screen. After you provide particular search criteria, click

the  button and the system returns a list of events matching the criteria you entered.

Obtaining Act 48 Hours

There are three ways you can obtain Act 48 hours. They are as follows:

1. An organization, other than the district, reports hours directly to PDE on your behalf.
2. You register for an event posted on CPETracker.
3. You add an event you attended and/or participated in to CPETracker.

Conferences/Workshops

The district's approval process for conferences and Temporary Duty Assignments (TDA) is totally separate from Act 48. Act 48 hours do not automatically come as part of the conference and TDA procedure. In fact, some organizations, including colleges/universities, **do not** report Act 48 hours to PDE for conferences/workshops they offer. When attending a conference/workshop check with the organization to determine if the organization will report hours to PDE on your behalf. If so, you do not have to do anything further. If not, you can add conferences/workshops to CPETracker following the steps mentioned later.

Registering for Events

In addition to events posted by other school districts and intermediate units on CPETracker, the district will post the following events for which you can register:

- inservice dates for the entire school year
- serving as a mentor for field experience students, serving as a supervisor for a student teacher, serving as a support teacher to an inductee, and completing the Induction Program
- various other training workshops (**please check with the administrator responsible for the training you are scheduled to attend, whether single day or multi-day, to determine if the event will be posted on CPETracker**)

You must register two full business days prior to the first day of the event. For each event posted, **except district inservices**, a sign-in sheet is generated of educators who registered for the event. If you registered, you must initial the sign-in sheet next to your name/e-mail address on the day of the event. If not, you will be assumed absent. **If you did not register for a posted event, you will not receive Act 48 hours. For district inservices, attendance is confirmed through each school office.**






The district **will not** post events such as:

- curriculum writing
- committee work

These events have hours that vary by educator or affect a small group of educators in the district. These types of events will be your responsibility to add to CPETracker if you want to receive Act 48 hours. **Add events only after the conclusion of the event (e.g. you did curriculum writing**

10 days out of a school year, add the total amount of hours at the conclusion of the event). If you are serving on a committee spanning two school years, please register hours once each school year.

The **two-step process** for registering for a posted event is as follows:

1. Go to <http://www.cpetracker.org>.
2. Login to CPETracker.
3. Click  from the horizontal list of screen names at the top of .
4. Find an event in the list shown.
5. Under the event name click .
6. The page returned provides information about the event.
7. On the page returned an educator **must** choose the payment type under Payment Information.
8. Even when no fee is charged, **you must** select *No Payment Required* in the drop down menu.
9. Click  at the bottom of the page.
10. After clicking Register the next page returned appears to be the same, but indicates at the top that the registration has been submitted to LEA administrative staff for approval.
11. Verify your registration by returning to . The event for which you just registered should be listed under Registration Information. If not, repeat steps 3-9.

These steps are also found in the attached Quick Start Reference.

Your Registration Status for posted events will be listed one of three ways as follows:

Waitlist – initial status after registration

Accepted – your acceptance into the event by the Provider (you will always be accepted into district events)


Denied – you have not been accepted into the event (used by Providers when space is unavailable to accept an educator into the event)

Your Approval Status for events for which you registered will be listed one of three ways as follows:

Provisional – initial status after registration

1st Level Approval – your first-level approver has approved your registration

Approved – the final approver has approved your registration

Events for which you registered are listed on your  screen until the date of the event. Thereafter, the event disappears from your Current Information screen until your attendance is confirmed. This process may take several weeks. Thus, do not use the process of Adding CPE Events for posted events for which you registered. After your attendance is confirmed, the event will reappear under the Attendance Information on your Current Information screen.







Adding CPE Events

One of the most problematic situations with Act 48 and CPETracker has been to deal with those events not posted in CPETracker for registration. These types of events usually consist of multi-day events that do not have a set number of hours.

Add events only after their conclusion, whether a single day or multi-day event. When an event is added to CPETracker, whether district or out-of-district, it goes directly to the Associate Superintendent for final approval. After adding the event to CPETracker, you must submit verification of attendance using the "Event Attendance-Act 48" form. Attach the appropriate documentation to the form for out-of-district events (usually a Certificate of Attendance/Completion), and send the form and documentation to the Associate Superintendent. Additional supplies of these forms are available in your school's office.

Since PDE will only accept hour or half hour increments of time (e.g. .5, 1.0, 1.5), please enter accordingly.

The process for adding an event is as follows:

1. Go to <http://www.cpetracker.org> (**Reminder: Add events only after their conclusion, whether a single day or multi-day event**).
 2. Login to CPETracker.
 3. On your  screen, click .
 4. Complete the screen form returned. Choose *Bethlehem Area School District – Independent Study* as the Provider in the Provider drop-down menu.
 5. Click .
 6. The information you entered will return on a screen indicating the event has been submitted to LEA Administrative Staff for approval.
 7. Click .
 8. After clicking continue you are returned to your  screen.
 9. Verify your addition by reviewing your Attendance Information listed on your  screen, where the event you entered should be listed. If not, repeat steps 3-8.
 - 10a. If a **district event**, complete the Event Attendance-Act 48 form with the signature of the administrator responsible for the event.
- OR**
- 10b. If an **out-of-district event**, the Associate Superintendent requires documentation from the Provider verifying your attendance (e.g. Certificate of Attendance). Attach the Documentation and a description of the event to a completed Event Attendance-Act 48 form and submit it to the Associate Superintendent's Office.
 11. Repeat steps 2-10 if you want to add another event.

If an event occurs over multiple days (e.g. curriculum writing), it should be added only once each school year (September 1 through August 31) with the total amount of hours accumulated. Only one Event Attendance – Act 48 form should be submitted to the Associate Superintendent for a multi-day event.

These steps are also found in the attached Quick Start Reference.

CPETracker Reminders

Never overlook colored text at the top of all screens. The colored text provides error messages and helpful information when you are working in the system and the text can change from screen to screen dependent upon your actions in the system.

The registration module of CPETracker only works when you use Internet Explorer 5.0 or higher, Safari 1.0 or higher, or Netscape Navigator 4.7 or higher as your web browser. It is possible that you are using one of these browsers currently, but it is a lower version. If this is the case, you need to have the browser upgraded. CPETracker does not work with AOL's browser, therefore, you must select either Internet Explorer, Safari, or Netscape Navigator.

Each school has a designated **CPETracker Building-Level Support Person** to assist educators in working with CPETracker. See the enclosed list.

Each school has been assigned a CPETracker Primary Building Assignment Code. See the enclosed list.

Acceptable Courses/Events

See the enclosed list included after this memorandum. If you are denied Act 48 hours for an event you either registered for or added and want to contest the denial, contact your BEA Building Representative.

District Events and Corresponding Hours

Following are a list of specific district events for which you can receive Act 48 hours and the corresponding amount of hours that will be approved for these specific events:

- Serve as a mentor for field experience students 5 hours per year
(**5 hours per year regardless of the number of students received/mentored**)
- Serve as a supervisor for a student teacher 15 hours per student teacher
- Serve as a support teacher to an inductee 15 hours per year
- Complete Induction Program (**new teachers**) 45 hours per year

You need to register for the above-mentioned posted events to receive Act 48 hours. These events will be posted in CPETracker during each school year. The registration deadline will be the last day of each school year. Verification of your involvement in these events will be confirmed by the administrator responsible for the event.

Inservices

The first inservice date for each school year will be posted June through August prior to that school year. Remaining inservice dates will be posted on CPETracker after the beginning of each school year. It is highly recommended that you register for the remaining inservice dates in one sitting. If you choose not to do so, please remember you must register **two full business days** prior to each event. You should register under your **payroll school** no matter where the inservice is located. Attendance at inservices is confirmed through each school office.

NOTE: An exception to the above will be made for those events that occur before the school year begins involving new teachers. They are as follows:

1. Introduction to Investigations Training
2. Academic Standards Training
3. New Teacher Orientation
4. First District-wide Inservice Day

College Courses – Attending

PDE requires all college credits for courses be reported directly by a college/university. A 3-credit course is worth 90 Act 48 hours. It is possible for a college course to be reported for Act 48 credit, but not be approved for advancement on the salary schedule. Therefore, to be certain a course will apply to salary advancement the “Application for Pre-approval” form must be completed and submitted to the Office of the Associate Superintendent.

Pennsylvania Colleges/Universities

Despite most Pennsylvania colleges/universities having reported Act 48 hours to PDE in the form of 3-credit courses within the last few months, PDE has indicated that because of the Privacy Act colleges/universities **do not** have to report hours **until requested to by an educator**. Consequently, if a college/university has not reported Act 48 hours for a course you completed, you must contact the registrar’s office of the college/university to request this reporting be done. Many colleges/universities have set up specific web sites to deal with Act 48 reporting requests.

Out-of-State Colleges/Universities



Out-of-state colleges/universities are not required to report credits to PDE. Thus, if you take a course at an out-of-state college/university you must request the college/university to submit an original transcript directly to PDE at the following address if you want Act 48 hours for the course:

Division of Professional Education
333 Market Street – 8th Floor
Harrisburg, PA 17126-0333

A review of the transcript occurs upon receipt to ensure it falls under the teacher’s area of certification. If so, a staff member at PDE enters the Act 48 hours accordingly.

College Courses - Teaching

Under the BASD's Act 48 Education Plan you can receive Act 48 hours if you are an instructor of a college/university course. The amount of hours that will be approved is equivalent to the length of time you are scheduled to lecture during a semester (e.g. if scheduled lecture hours are 45, then you can receive 45 Act 48 hours). This award of hours is **ONE TIME and ONE TIME ONLY** for each course.

This type of event can be added to CPETracker via the  button located on your  screen. Choose **Bethlehem Area School District-Independent Study** as the provider. Documentation must be provided to the Associate Superintendent's office via the "Event Attendance-Act 48" form.

PDE Web Site

CPETracker is the tool used by the school district to track Act 48 hours for district educators. CPETracker uploads hours to PDE electronically the first of every month. However, not all hours reported to PDE will be by the district through CPETracker. Consequently, you are encouraged to check your PDE transcript regularly to ensure hours are being reported accordingly. If there is any discrepancy you should contact the reporting agency. Periodically print out your PDE transcript as hard copy for your own records. The PDE web site is <https://www.PERM.ed.state.pa.us>

Again, items reported directly to PDE by an organization other than the district will not be found on your Current Information screen in CPETracker. Since hours are reported on your behalf by the district and/or other organizations and colleges/universities to PDE, your PDE transcript is your official Continuing Education Record.

Also, this PDE site provides a list of PDE-Approved Providers who are responsible for reporting hours directly to PDE. You should become familiar with this list to avoid having duplicate entries of events submitted to PDE.

Daily Substitutes

Substitutes are still responsible for obtaining Act 48 hours totaling 180 hours to keep their certification active. For information on how to use the CPETracker system, please contact the Associate Superintendent's Office.

Leaves

If you take a leave of absence, you are still responsible to obtain 180 Act 48 hours every five years to keep your certification active. If there are extenuating circumstances associated with the type of leave preventing you from attaining 180 hours, please contact the following State office:

Bureau of Curriculum and Academic Services
Division of Professional Education and Planning
PA Department of Education
333 Market Street – 8th Floor
Harrisburg, PA 17126-0333

Should you have any questions regarding any portion of this memorandum, please do not hesitate to contact me.

:meb
Enclosures