

IU 13 Continuing Professional Education Policies

Continuing Professional Education ("CPE") in Pennsylvania is a planned, competency-based program whereby professional educators may earn CPE credits to maintain active certification or simply improve skills and content knowledge. The Lancaster-Lebanon Intermediate Unit 13 and Design Team offer this CPE credit course program as a service to educators. All instructors have demonstrated expertise in their field and are currently teaching or working in the area they are presenting. Drue Feilmeier, Curriculum and Instruction Specialist, IU 13 Instructional Services, has administrative responsibility for all courses. Individuals should check local school district policy if they wish to use CPE credits for purposes other than those outlined by the Pennsylvania Department of Education (PDE). These courses are not part of a graduate degree; however, they may be used to obtain PA Level II certification or a Letter of Equivalency.

The courses listed are organized and sponsored by IU 13. However, any school district or school-related organization may submit programs to the Design Team. Upon approval by the local Design Team and PDE, courses may be offered for CPE credit.

ACT 48

Each CPE course credit is equal to 14 clock hours or 30 hours towards Act 48 requirements for educators to maintain their PA teaching certificate. Act 48 requires that educators complete at least 6 credits or 180 hours of continuing professional education or learning activities or any combination every five calendar years. Act 48 hours are different from "clock hours" in that clock hours include classroom instructional time only. Since courses are designed to include approximately one hour of outside-of-class work for every hour of in-class time, each clock hour is worth approximately two (2) Act 48 hours. Breaks for meals and homework time may not be included in the clock hours or Act 48 hours. The number of course credits is determined by the clock hours as follow:

14 Clock Hour	=	1 Credit	=	30 Act 48 hours
28 Clock Hours	=	2 Credits	=	60 Act 48 hours
42 Clock Hours	=	3 Credits	=	90 Act 48 hours

ATTENDANCE

We urge all participants to comply with PDE's policy of 100% attendance for credit. We will consider limited absences for emergencies only. Participants are responsible for making arrangements with the instructor(s) for any necessary make-up work to fulfill course requirements. Attendance after the first session may not be permitted if course fee is unpaid.

PAYMENT

The basic fee for these courses is \$175.00 per credit; however, the total fee may vary according to the materials and supplies required. **Payment must be received one week before the first class meets.** A separate check for each course is requested. Unless specified otherwise, make checks payable to: Lancaster-Lebanon IU 13. District authorized purchase orders will also be accepted. Please send payment to 1020 New Holland Avenue, Lancaster, PA 17601. Attention: Beth Parkins.

RECEIPTS

Those who register by the deadline and successfully complete course requirements will receive a receipt in the mail. Pennsylvania certified teachers will also receive course certificates of completion.

REFUNDS

- Full refund when notified of cancellations at least one week prior to the start date.
- Partial refund (50%) if canceled less than at least one week prior to the start date.
- No refund for cancellations after course starts and for no-show.
- Please follow your school district's online policies and procedures.

ENROLLMENT: Online registration deadline is one (1) week prior to the start date of classes. To enroll in courses please go to:

www.MyLearningPlan.com/webreg/catalog.asp

Select Provider from drop-down menu (Lancaster-Lebanon IU 13) Click on "View Now".

You must register during the designated timeframe. Please be sure you receive an electronic confirmation. No telephone registrations will be accepted. In the event a class is canceled, registrants will be notified one (1) week prior to the start date.

NONDISCRIMINATION POLICY

It is the policy of the Lancaster-Lebanon Intermediate Unit 13 not to discriminate on the basis of sex, disability, race, color, and national origin in its educational programs, activities, or employment as required by Title IX, Section 504 and Title IV.

The Lancaster-Lebanon Intermediate Unit 13 will take steps to assure that lack of English language skills will not be a barrier to admission or participation in any educational programs. Further assurance is given that services, activities, and facilities are accessible to and usable by persons with disabilities.

For information regarding civil rights and grievance procedures, contact Philip Steinour, Director of Human Resources, at IU 13, 1020 New Holland Avenue, PA 17601 or telephone (717) 606-1849.