



**Diocese of Erie
Catholic Schools Office
Act 48 Continuing Professional Education
Summary Form**

This form serves three purposes.

1. for an individual educator that has completed a pre-approved program/activity
2. for a school that has hosted a pre-approved event
3. for Curriculum or Middle States committee work done at the individual school level

Individual educator: Your packet should include:

1. Summary Form
2. Evidence of attendance or completion of a program, activity, or on-line course (This could be in the form of a certificate or agenda.)
3. Evaluation Form

School Event: Your packet should include:

1. Summary Form - The principal should be the only person to complete this form after a school-based in-service.
2. Agenda or other information that reflects the validity of the program/activity
3. Sign-in Sheet
4. Evaluation forms (including presenter(s) evaluation form, if appropriate)

School Curriculum or Middle States Committee Work: Your packet should include:

1. Summary Form
2. Committee Log of Activities – specific activities must be listed for each date
3. Sign-in Sheets

Send the packets to the Director of Curriculum and Teacher Personnel, Catholic Schools Office within one week of program/event completion.

Educator: _____ PPID#: _____

OR

School: _____

Title of Program/Activity: _____

Sponsored by: _____ Location: _____

Instructors/Presenters: _____

Targeted Student Population (e.g. K-2, science students, etc.): _____

Signature of Educator or
Principal _____ Date _____