



ALLEGHENY INTERMEDIATE UNIT CONTINUING PROFESSIONAL EDUCATION

FREQUENTLY ASKED QUESTIONS

Q1. Why should I take Continuing Professional Education (CPE) courses and Act 48 workshops through Allegheny Intermediate Unit (AIU)?

CPE Courses - all CPE courses offered by AIU are graduate-level courses that are approved by the PA Department of Education (PDE). CPE course credits can be used to satisfy PDE requirements for issuance of Act 48, Level II Certification (24 post-baccalaureate credits), or for PDE-recognized Master's Degree Equivalency Certification (36 post-baccalaureate credits – 18 of which may be earned through AIU's CPE courses).

AIU offers 2-credit and 3-credit CPE courses during three academic terms each year (fall, spring and summer). Educators taking a 2-credit CPE course also earn 60 Act 48 hours and educators taking a 3-credit CPE course also earn 90 Act 48 hours.

Act 48 Workshops - are approved for a variety of topics and enable educators to attain the required hours that are needed to maintain certification.

All CPE credits and Act 48 hours earned are automatically reported to the PA Department of Education.*

***NOTE:** Act 48 requires that educators successfully complete at least six CPE credits or 180 Act 48 hours of CPE or other professional learning activity or any combination thereof every five calendar years.

Q2. How much do AIU CPE courses and workshops cost?

Tuition fees for AIU CPE courses are established per course (not per credit) and are as follows:

- \$299 for a 2-credit (60 Act 48 hours) CPE course
- \$399 for a 3-credit (90 Act 48 hours) CPE course

Some courses require or recommend a textbook which participants must purchase on their own. Course-related textbooks may be purchased online in new, used or downloaded electronic format at the discretion of the participant. AIU does not impose any additional technology or service fees.

Act 48 workshops are typically offered for no charge unless explicitly stated otherwise in the online catalog.*

***NOTE:** there is a \$5.00 processing fee charged per person, per Act 48 workshop to report Act 48 hours to the PA Department of Education. Checks should be made out to: AIU/Act 48 and mailed to:

Allegheny Intermediate Unit
Attn. CPE/Act 48
475 East Waterfront Drive
Homestead, PA 15120

Q3. How do I register for CPE courses and Act 48 workshops?

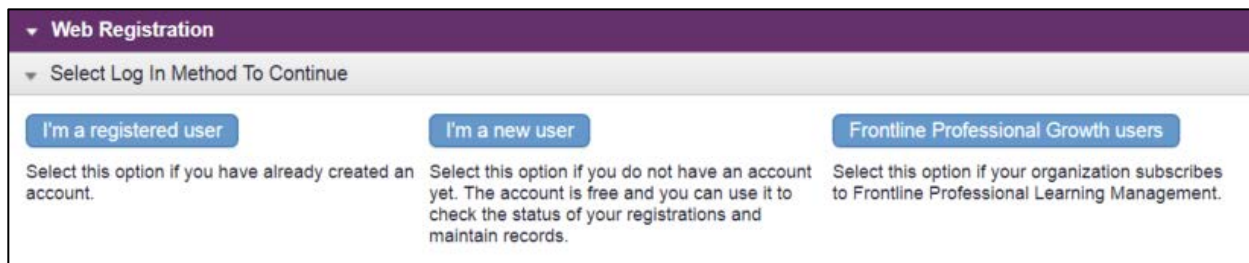
Registering for courses and workshops is easy!

First, [click here to view our online CPE course catalog](#)*, select the course/workshop you want by clicking on the title.

***NOTE:** The online CPE course catalog is available approximately 4 weeks prior to the start of an academic term and generally follows this schedule:

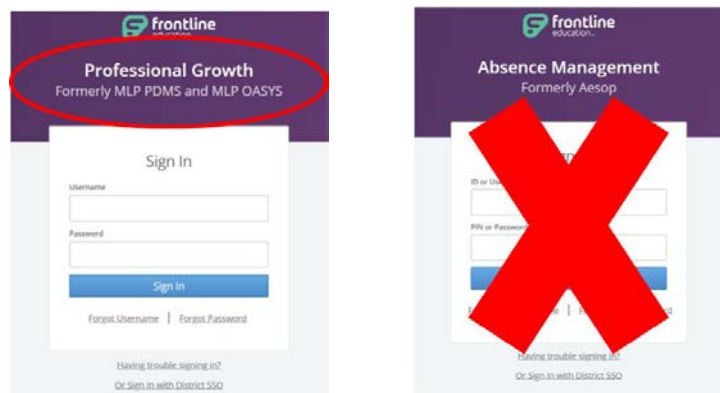
- Fall Term – catalog available on or before September 1st
- Spring Term – catalog available on or before January 1st
- Summer Term – catalog available on or before May 1st

Next, click **Enroll** at the bottom of the Activity Details webpage then select one of the three options presented (see image below)



IMPORTANT NOTE: as of August 1, 2018, even if you have previously registered and taken CPE courses or Act 48 workshops through AIU, you must create a new user account in *Frontline's Professional Growth* system. Make a note of your *Frontline Professional Growth* user name and password so you may return and register for subsequent CPE courses and Act 48 workshops.

Please be aware that Frontline Education provides *Absence Management* (formerly Aesop) and *Professional Growth* software applications to schools throughout Pennsylvania. When you create your user account for *Frontline Professional Growth* you will not want to use the same username and password that you may currently be using to log in to Frontline's *Absence Management* system (Aesop). Google may cache your login information for both applications, so please be aware of which credentials you are using.



Next, after your *Frontline Professional Growth* user account has been created, proceed with registering for the CPE course(s) or Act 48 workshop(s) you desire. Be sure to have your credit card ready to pay CPE course tuition when registering.

You will receive automated email messages from *Frontline Professional Growth* online registration system confirming your registration and payment.

Q4. Does AIU accept any other form of payment for CPE courses?

When registering online for a CPE course you will, by default, be prompted for a credit card payment. However, if you are unable to pay for a course with a credit card please contact Linda Muller at linda.muller@aiu3.net or 412-394-5761 for assistance. AIU may permit payment by check or money order but that type of payment must be received at least 10 days prior to the start date of a CPE course to allow enough time for processing.

Q5. How do I cancel or withdraw my registration from a CPE course or Act 48 workshop?

As soon as you know that you cannot participate in a CPE course, please contact Linda Muller at linda.muller@aiu3.net or 412-394-5761.

CPE course cancellation or withdrawal policy is as follows:

- Cancellations or withdrawals occurring **5 business days or more** prior to the start date of a course will refund the tuition fee for the course minus a \$25 processing fee per course.
- Cancellations or withdrawals occurring **4 business days or less** prior to the start date of a course will provide no refund of tuition.
- Cancellations or withdrawals occurring **on or after the start date** of a course will provide no refund.

As soon as you know that you cannot participate in an Act 48 workshop, please contact Denise Pilarski at denise.pilarski@aiu3.net or 412-394-5845.

Q6. What happens if AIU cancels a CPE course?

In order to provide you with an enriching professional development experience, AIU prefers to run CPE courses with at least five educators registered. Sometimes, exceptions are made depending upon the number of registrants, structure of the course and with instructor input. However, exceptions for running a CPE course with less than five registrants is made solely at the discretion of AIU CPE staff.

If AIU cancels a CPE course all registrants will be notified by email of the cancellation. All paid tuition fees will be automatically refunded to the credit card used when registering for the course.

Q7. What if a CPE course or an Act 48 workshop is full – can I get onto a waiting list?

Yes, if a course or workshop has reached full enrollment you may join the waiting list. CPE course waiting lists allow for an additional five registrants and if space becomes available the first registrant on the waiting list will be automatically added to the course and notified by email. If you receive email notification that you have been added to a course you will have **5 business days** to pay the course tuition and confirm your seat in the course. If you are on a waiting list for a course, please check your email daily.

Act 48 workshop waiting list totals vary by workshop, depending upon the size of the room and structure of the workshop. When space becomes available for a workshop you will be notified by email. If you receive email notification that you have been added to a workshop, please contact Denise Pilarski at denise.pilarski@aiu3.net or 412-394-5845 to confirm that you are still available to attend.

Q6. What will I receive once I have successfully completed an AIU CPE course?

Letters of Completion - Once a CPE course has concluded the instructor has 5 business days to finish reviewing and grading all coursework. After which, the instructor will submit to AIU a final graded roster. **CPE course credits and Act 48 hours will be automatically reported to PDE/PERMS for each participant who successfully completes a course.** In addition, two letters of completion, stamped with our AIU official seal, will be generated and mailed to each participant. AIU strives to upload credits and mail out letters of completion within 5 business days of receiving the final graded roster from the instructor.

If you do not receive your credits or letter of completion within 2 weeks of the closing date of the course please contact Linda Muller at linda.muller@aiu3.net or 412-394-5761.

Transcripts - If you require an official transcript of all courses completed through AIU, please complete our online Transcript Request Form, print it and mail it along with your check or money order for \$5 per transcript to:

Allegheny Intermediate Unit
Attn. CPE/Transcripts
475 East Waterfront Drive
Homestead, PA 15120

Transcripts are prepared in duplicate, stamped with our AIU official seal and sent in a sealed envelope. If you plan to submit transcripts to PDE, please do not open the sealed envelope. Transcripts will be prepared and mailed within 5 business days of receiving the transcript request form.

Q7. How do I access and participate in an online CPE course once I'm registered?

AIU uses Canvas learning management system to facilitate online CPE courses. Our CPE courses are taught by educators with a minimum of a Master's Degree and PA instructional certification in the content area of the course that they are teaching.

One to two days prior to the start date of the course, your course instructor(s) will notify you via an email welcome message. Within that message you will be provided with your Canvas user name and password and you will be instructed on how to access the course and get started with coursework.

If you do not receive a welcome email message from your course instructor(s) by noon on the first day of the course, please contact Linda Muller at linda.muller@aiu3.net or 412-394-5761 for assistance.