

Checklist for Act 48 Providers

Complete application and submit to OTC 8+ weeks prior to your event. NOTE: If you are advertising Act 48 credits, you might need to apply earlier for marketing timelines. With the application, include all marketing materials, supplementary work for participants and surveys. Please don't advertise that Act 48 is available until you receive approval from the OTC.

Day of event materials needed:

Sign in sheets, surveys, other handouts for participants

Day of event –

1. Be sure all participants are signed in on the Act 48 Participant Sign-In Sheet (found on the Act 48 page).
NOTE: participants **must** have their state-issued PPID for sign in. If they do not know their PPID, it can be found on the PDE website by searching for Act 48.
(<https://www.perms.ed.state.pa.us/screens/wfpublicaccess.aspx>)
2. Give all participants instructions on after-course/program assignment (Standard 8) and date due. Emphasize that credit will not be given until all materials are received in the approving body's office.
3. Verify number of hours attended for each participant.
4. Collect all end-of-day or, if multiple days, end of event surveys.

After the event –

1. Compile results of surveys from Standard 7 (PDE form) onto "Summary" form. Copy the form and send to OTC.
2. As students complete and submit the follow up survey with data assignment that has been given for Act 48 credit, transfer their name and PPID over to the Excel Spreadsheet Roster (found on Act 48 page). Send final spreadsheet with backup documentation (standard 8) to inotcfp@lehigh.edu.