



## ALLEGHENY INTERMEDIATE UNIT CONTINUING PROFESSIONAL EDUCATION

### FREQUENTLY ASKED QUESTIONS

**Q1.** What are Continuing Professional Education (CPE) courses and Act 48 workshops offered 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 CPE courses during three academic terms each year (fall, spring and summer). Educators taking a CPE course will also earn Act 48 hours (i.e. one, 3-credit CPE course provides the educator with 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:

- \$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 through online booksellers like Amazon or others in new or used condition, or downloaded in electronic format at the discretion of the participant.

**AIU recommends that registrants wait until receiving a notification that his/her credit card has been processed for the course tuition fee\* before purchasing the textbook.**

Course instructors who use a textbook know not to make the first few course activities heavily dependent upon the textbook to allow time for participants to order and receive it.

AIU requires a minimum of five enrolled in a course to run it effectively and if AIU cancels a course for which a registrant has purchased the textbook, it may be impossible to return for full purchase credit.

AIU does not impose any additional technology or service fees.

\* Please refer to Q4 for more details on processing credit cards for CPE course tuition 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!

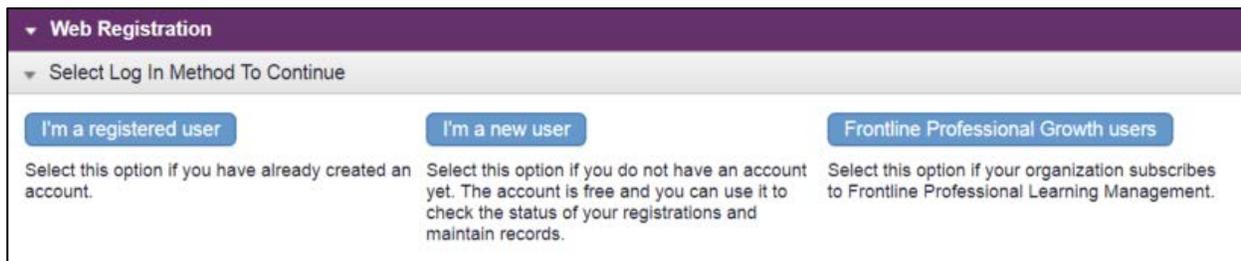
First, [click here to view our online CPE course catalog\\*](#), select the course/workshop you want by clicking on the title.

**\*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 September 1<sup>st</sup>
- Spring Term – catalog available on January 1<sup>st</sup>
- Summer Term – catalog available on May 1<sup>st</sup>

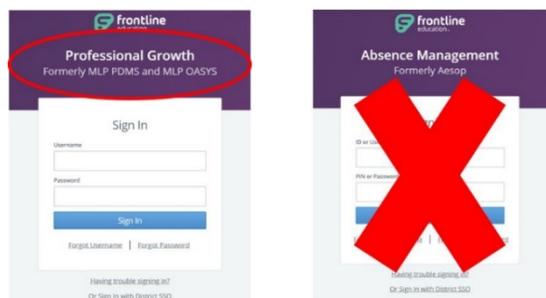
It is recommended that you register for a course(s) as soon as possible. Once a course's registration deadline passes, AIU CPE staff are unable to manually register you.

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*. Write down and keep your *Frontline Professional Growth* user name and password so you may return and register for other 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](mailto:linda.muller@aiu3.net) or 412-394-5761 for assistance. AIU may permit payment by purchase order, check or money order but that type of payment arrangement must be made at least 10 days prior to the start date of a CPE course to allow enough time for processing.

**IMPORTANT NOTE** about credit card payments for CPE courses: when you register and are prompted to provide your credit card information as payment for CPE course tuition – your registration is put into a “holding status” which reserves your seat in the course. AIU will not process the course tuition charge on your credit card until approximately 3-5 days prior to the start date of a course. First, AIU will review enrollment totals to ensure that a course will run (with at least five enrollees) then, after confirming enrollment totals, AIU will process all registrants’ credit cards for the tuition fee. As credit card payments are processed the registration system will auto-generate a message to each registrant that his/her credit card has been charged. If AIU must cancel a course, we will notify registrants via email; withdraw registrants from the course roster; set all credit card balances due to zero; and add a note that AIU canceled the course. This procedure will ensure that registrants’ credit cards are not unnecessarily charged and will not require a refund if AIU cancels a course.

**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](mailto: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](mailto: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. If AIU cancels a CPE course, all registrants will be notified by email of the cancellation and they will be withdrawn from the course roster by AIU staff. All tuition fees that have been placed “on hold” through a registrant’s credit card will be automatically set to zero balance due and a note added that AIU canceled the course. No refunds will be necessary to process.

**Q7.** If a CPE course or an Act 48 workshop is full can I get onto a waitlist?

If a course or workshop has reached full enrollment a waitlist may be available for you to join.

If a CPE course has a waitlist and a space becomes available the first registrant on the waitlist will be automatically added to the course and notified by email. If you receive email notification that you have been added to a course your credit card will be processed as soon as AIU CPE staff confirms that the course will run (approximately 3-5 days prior to the start date of a course).

Act 48 workshop waitlist 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](mailto:denise.pilarski@aiu3.net) or 412-394-5845 to confirm that you are still available to attend.

**Q8.** 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](mailto:linda.muller@aiu3.net) or 412-394-5761.

**Transcripts** – Transcripts are different than letters of completion. The letters of completion, sent after an educator completes a CPE courses, are confirmation of completion for that specific course. Transcripts offer an education a full record of all CPE courses completed through AIU only and are prepared with AIU's raised seal and sent in a closed envelope for submission to PDE. 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 one official document that includes a detailed listing of all courses completed through AIU. Transcripts are prepared in duplicate copies, stamped with our AIU official seal and sent to the educator 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.

**IMPORTANT NOTE** about transcripts - AIU CPE staff are unable to electronically send transcripts directly to PDE due to the raised stamp that AIU places on the transcript document. In addition, AIU CPE staff will not directly mail transcripts to PDE on your behalf. It is your responsibility to gather all appropriate documentation, including official transcripts, and send them to PDE as directed.

**Q9.** 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 who have the currently required qualifications and credentials identified by the PA Department of Education.

All of our online CPE courses are run in an asynchronous (self-directed) format – there are no regularly scheduled online meetings with the instructor(s) and other participants. However, AIU strongly recommends that course participants regularly check in with the course to stay informed of weekly topics, assignments, due dates, and participate regularly with ongoing discussions among instructor(s) and other participants.

One to two days prior to the start date of the course (including weekends if a course begins on a Monday) 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.

**IMPORTANT NOTE:** 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](mailto:linda.muller@aiu3.net) or 412-394-5761 for assistance.

If you are unable to login to Canvas, please contact Linda Muller at [linda.muller@aiu3.net](mailto:linda.muller@aiu3.net) or 412-394-5761 for assistance.