

Policies and Procedures

General Information

Continuing Professional Education (CPE) Courses

The Chester County Intermediate Unit (CCIU) offers the courses described in this catalog for the benefit of all professional school personnel in its service area. The offerings provide practical skills and knowledge, which will enable educators to grow professionally.

CPE Credits

Both the Chester County Continuing Professional Education Council and the Pennsylvania Department of Education (PDE) have approved all courses offered in this catalog for CPE graduate credit(s). The CPE graduate credit(s) awarded as a result of completing these courses may be applied toward the requirements for the Level II Instructional Certificate, Masters Equivalency Program, and/or Act 48. Districts may also accept CPE graduate credit(s) for salary advancement (check with local policy). CPE graduate credit(s) are equivalent to graduate credits, except where noted following the course descriptions.

Who May Register for Courses and Workshops?

The CCIU's CPE courses and workshops are open to all professional educators as well as the general public. Because graduate courses are developed for the purpose of providing quality professional development for educators certified by PDE, graduate credit will be awarded only for those participants who have earned a bachelor-level degree from an accredited college or university. Participants must also have at least one year of classroom experience or pre-service experience with a specific grade level or subject area.

Activity Location

All activities are held at the CCIU, Educational Service Center, 455 Boot Road, Downingtown, PA, 19335, unless otherwise noted. For driving directions, visit <http://www.cciu.org/ContactUs/Directions>.

Attendance Policy

PDE's policy requires 100% attendance for Act 48 credit(s) to be earned. Instructors may grant exceptions in emergency situations; however, all class requirements must be fulfilled. Participants who are absent more than once during a course will not be eligible for credit. Participants who leave a workshop early may not receive credit for the Act 48 hours advertised.

Payment Information

Effective July 1, 2006:

- **CPE course tuition will increase to \$130.00 per credit.**
- **CPE hourly workshop, Non-subscriber fee will increase to \$75.00 per event, unless otherwise noted.**

To complete your registration process, payment (if applicable) is expected 14 days prior to the start of the course/activity. Confirmation of enrollment will be received via e-mail after your payment (if applicable) has been processed. Checks or money orders should be payable to "CCIU." Please record the title of the course/activity on the face of your check. Visa or MasterCard payments may be made quickly and securely through the on-line registration and will be processed 14 days prior to the start of the course/activity.

CPE Course and Workshop Cancellation Policy

The Chester County Intermediate Unit reserves the right to cancel any and all courses/workshops due to insufficient enrollment. Notification of cancellations will be made by e-mail and/or by phone. In the event your course is canceled due to insufficient enrollment, you may register for any other available activity. All listings are accurate at the time of printing. Event times, dates, locations and costs, while unlikely, may change due to unforeseen circumstances. For additional information, please view the on-line catalog at <http://www.cciu.org>, or e-mail carolj@cciu.org or nicoler@cciu.org.

If a course is canceled, the following refund policy applies:

Insufficient enrollment: 100%

If a registrant withdraws from a course, the following refund policy applies:

Withdraw up to 14 days prior to first day of class: 100%

Withdraw 7 to 14 days prior to the first day of class: 50%

Withdraw less than 7 days prior to the first day of class: 0%

Withdraw after class begins: 0%

For fee-based workshops:

A cancellation notice of less than three working days may result in a \$25.00 cancellation fee plus a materials restocking fee, if applicable. For additional information, please e-mail nicoler@cciu.org or call 484-237-5323.

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CPE Courses, Workshops and Act 48 – What Participants Need to Know:

Criteria for granting credit for participation in CPE courses:

- Participants must have previously earned a baccalaureate-level degree from a college or university.
- Participants are required to complete out-of-class reading, research or other directed activities equaling one hour for each hour of instruction. (Under Act 48, each course credit is equal to 30 hours of CPE activity.)
- Participants are required to build on existing skills and knowledge.
- Participants are required to write a paper and design an individual action plan and/or other appropriate project having direct application to the professional educator's area of assignment, which may be used to document the educator's attainment of the course competencies.

Criteria for granting Act 48 hour(s) for participation in CPE workshops:

- Participants must sign-in prior to the start of each event. Upon instructor verification of your full attendance at the workshop, CPE staff will report the Act 48 hours within 30 days of the completion date of the activity to the Bureau of Curriculum and Academic Services on your behalf. You will be able to print an Act 48 letter of completion or certificate once your attendance has been confirmed.

Reporting Act 48 Information

The CCIU is responsible for reporting course credit and workshop Act 48 hours for participants who successfully complete CPE events, for purposes of recording Act 48 credit with PDE. This reporting system requires the use of the participant's professional certificate number (Social Security Number).

For CPE courses, each participant will be issued a letter certifying course completion. Information regarding completion will be sent to each participant's school district or other school entity.

For CPE workshops, instructions for printing an Act 48 hour(s) letter or completion certificate are located in the "HELP!" section of the CCIU "Courses and Workshops" web page. Information regarding completion will be sent to each participant's school district or other school entity.

On-Line Registration Directions

To register for CPE courses or workshops, visit <http://www.cciu.org>, and double-click on the word "Courses."

HELP!

This feature on our web page will allow participants to view the answers to the most commonly asked questions regarding courses, workshops and registration. To access this page, go to <http://www.cciu.org>, and double-click on the word "Courses." Next, click on "HELP!" and follow the directions. If you do not see the answer to your question, simply e-mail registrar@cciu.org.