

FREQUENTLY ASKED QUESTIONS REGARDING PIL, PRINCIPAL INDUCTION, AND ACT 45 CONTINUING EDUCATION

PREPARED BY THE OFFICE OF HUMAN RESOURCES, SOUTHERN LEHIGH SCHOOL DISTRICT

Navigating PIL coursework, the principal induction process, and ACT 45 continuing education requirements can be overwhelming, especially since much of it is self-driven. This Frequently Asked Questions (FAQs) document is designed to help you not only understand the (subtle) differences between the three but also assist you in fulfilling professional development obligations by providing links to valuable resources. While the list of questions is certainly not exhaustive, they answer some of the most common questions administrators, new and veteran, often have about PIL, principal induction, and ACT 45. To discuss your specific needs, please contact our office to schedule an appointment:

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WHAT ARE THE PA INSPIRED LEADERSHIP (PIL) AND PRINCIPAL INDUCTION PROGRAMS?

The Pennsylvania Inspired Leadership (PIL) Program is a statewide, standards-based continuing professional education program for school and system leaders focusing on improving student achievement. The Pennsylvania Department of Education (PDE) offers the PIL courses in collaboration with Intermediate Units (IUs) and approved third-party providers. The PIL Program is the National Institute for School Leadership (NISL) principal leadership program created by the National Center on Education and the Economy (NCEE). There are three (3) courses comprised of 12 units as follows:

COURSE #1 – WORLD-CLASS SCHOOLING: VISION & GOALS TM

Unit 1: The Educational Challenge

Unit 2: The Principal as Strategic Thinker

Unit 3: Rigorous and Adaptive Learning Systems

COURSE #2 – THE RESEARCH ON LEARNING AND THE IMPLICATIONS FOR TEACHING, LEADERSHIP, AND SCHOOL ORGANIZATION

Unit 4: How People Learn: Implications for Teaching, Leadership, and School Organization, Part 1

Unit 5: How People Learn: Implications for Teaching, Leadership, and School Organization, Part 2

Unit 6: How People Learn: Implications for Teaching, Leadership, and School Organization, Part 3

Unit 7: Promoting the Learning Organization

Unit 8: Leadership for Effective Teaching

COURSE #3 – SUSTAINING TRANSFORMATION THROUGH CAPACITY AND COMMITMENT

Unit 9: Teams for Instructional Leadership

Unit 10: Culturally Responsive Leadership for Equity

Unit 11: Driving and Sustaining Transformation

Unit 12: The NISL Program: Inquiry, Reflection, and Closure

Act 45 of 2007 is an amendment to the Public School Code of 1949, which mandated the creation of a principal induction program. The Pennsylvania Department of Education (PDE) designated PIL (NISL) Courses #1 and #2 as the state's principal induction program.

WHO NEEDS TO ENROLL IN THE PRINCIPAL INDUCTION PROGRAM?

There is a difference between who *needs* to take it and who *wants* to take it. The following individuals will *need* to complete the Principal Induction Program to convert their ADMIN I: PRINCIPAL, K-12 to **ADMIN II: PRINCIPAL, K-12** certification:

- (1) Anyone who received an **ADMIN I: PRINCIPAL, K-12** certificate via the *traditional* principal certificate route on or after January 1, 2008 who is employed as principal or assistant (or vice) principal – acting or permanent – in a Pennsylvania *public* school. (You have **FIVE** years from starting the position to complete the Principal Induction Program.)
- (2) Anyone who received an **ADMIN I: PRINCIPAL, K-12** certificate via an *alternate* principal certificate route (known as a *provisional* certification) and who is employed as a principal or assistant (vice) principal – acting or permanent – in a Pennsylvania *public* school. (You have **TWO** years from starting the position to complete the Principal Induction Program.)
- (3) Anyone who received an **ADMIN: ELEMENTARY PRINCIPAL, K-6** and/or **ADMIN: SECONDARY PRINCIPAL, 7-12** before January 1, 2008 but who is a first time as a principal or assistant (or vice) principal – acting or permanent – in a Pennsylvania *public* school on or after January 1, 2008. (You have **FIVE** years from starting the position to complete the Principal Induction Program.)
- (4) Anyone who received an **ADMIN: ELEMENTARY PRINCIPAL, K-6** and/or **ADMIN: SECONDARY PRINCIPAL, 7-12** before January 1, 2008 but was already a sitting principal or assistant (or vice) principal – acting or permanent – in a Pennsylvania *public* school before January 1, 2008. (You only need to complete the Principal Induction Program. All administrative certifications issued prior to January 1, 2008 are grandfathered under ACT 45 as permanent certification.)

I AM A DIRECTOR/ SUPERVISOR BUT NOT A PRINCIPAL OR ASSISTANT (VICE) PRINCIPAL. DO I NEED TO ENROLL IN THE PIL INDUCTION PROGRAM?

The simple answer is no; you do not need to complete the Principal Induction Program. However, if you have an **ADMIN I: PRINCIPAL, K-12** certificate and want to convert it to an **ADMIN II: PRINCIPAL, K-12** certification, then you must complete the Principal Induction Program. (Note that your service *is eligible* for ADMIN II conversion.)

Although your position requires a certificate (administrative/ supervisory), unlike principals or assistant (vice) principals, there is no time limit on service years. For instance, to serve as a Director of Curriculum and instruction, you need an administrative/ supervisory certificate since you may be responsible (directly or indirectly) for the supervisor and evaluation of certificated staff. But you can serve (indefinitely) in that role since there is no time limit of service years associated with that position.

IF I ONLY NEED TO TAKE THE FIRST TWO (2) COURSES FOR THE PRINCIPAL INDUCTION PROGRAM, DO I NEED TO TAKE THE REMAINING COURSE?

Technically no, **but Southern Lehigh School District (SLSD) strongly recommends that you complete the entire PIL program (all three courses)** for several reasons:

- (1) The program, as envisioned by NISL, is designed for all school leaders and not just principals. The theory behind the third course is that to maintain high standards for student achievement, you will need strategies to sustain school improvement that are effective well beyond the first few years of your principalship. Consequently, the third course includes a capstone/ reflection component that synthesizes content and instruction across all 12 units.
- (2) The program is designed to be a cohort-based model, so you will likely form relationships with and learn from others in your cohort. Completing the whole program (all three courses) will allow you to continue learning from and supporting your cohort colleagues well after the first few years of your principal leadership. (The program is also an excellent networking opportunity with instructors and peers.)
- (3) Act 13 of 2020's Educator Effectiveness [Framework for Evaluation](#) consists of four (4) domains: (1) Strategic/Cultural Leadership, (2) Systems Leadership, (3) Leadership for Learning, and (4) Professional and Community Leadership. The third course will help you improve your practice in one or all of these domains.

HOW DO I ENROLL IN THE PIL INDUCTION PROGRAM?

To begin the enrollment process, you will need to download and complete the PIL Induction Program application by clicking [HERE](#). Please note that SLSD cannot register on your behalf because *you* will need to provide *your* schedule preferences and availability. However, the Carbon Lehigh Intermediate Unit (IU21) may contact the Office of Human Resources to confirm eligibility.

The PDE offers PIL coursework in eight (8) regions, with each of the state's 26 IUs assigned to each region. **Note that SLSD is in PIL Region #2, which includes all Mid-Eastern Pennsylvania IUs.** When you register for PIL coursework, you will need to submit your application to Region #2 (known as your *home region*); the Regional Program Leader, Nancy Sinkus, will be your point of contact. Historically, PIL courses were offered in-person only and registrants could only take coursework in their LEA's assigned region. However, since the COVID-19 pandemic, the PDE is offering the entire PIL catalog of courses in completely virtual (synchronous and asynchronous) formats. As a result, you can take PIL coursework in *any* PIL region, but you must designate Region #2 as your home region (since SLSD is under IU21).

WHAT ARE ACT 45 CONTINUING EDUCATION HOURS AND HOW ARE THEY DIFFERENT FROM ACT 48 HOURS?

Akin to ACT 48 of 1999, ACT 45 of 2007 requires select school administrators to engage in professional development designed to improve practice in one or more of the PIL mentioned above courses/ units. As parallels, ACT 48 continuing education hours focus on improving classroom teaching whereas ACT 45 continuing education hours focus on improving educational leadership and systems. However, ACT 45

hours are *not* required for all school administrators; **only the following SLSD administrators need to obtain ACT 45 continuing education hours:**

- (1) Superintendent
- (2) Assistant Superintendent
- (3) Principal
- (4) Assistant (or Vice) Principal

Any administrator serving in a certificated administrative position (e.g., Director of Curriculum & Instruction, Supervisor of Special Services) does not need to obtain ACT 45 hours but does need (or continue) to accrue ACT 48 hours. Any administrator serving in a *non*-certificated administrative position (e.g., Director of Human Resources, Supervisor of Transportation) does *not* need to obtain either ACT 45 or ACT 48 hours.

HOW MANY ACT 45 HOURS DO I NEED AND HOW CAN I CHECK HOW MANY I HAVE?

Like ACT 48, administrators obligated to accrue ACT 45 hours must complete **180 hrs. of PIL-related continuing education within their assigned continuing education period**. You can check the specific time frame to meet your ACT 45 obligation by logging into the [Professional Education Record Management System \(PERMS\) website](#). (You will need your PPID to check.) If you need an administrator subject to ACT 45 (PIL) requirements, you should see a separate line titled "Current PIL [Hours]":

Current Continuing Education								
Action	Continuing Education Period	Requirement Type	Required Hours	Carryover Hours	Earned Hours	Total Hours Accumulated	Hours Still Needed	Inactivation Notice Date
View CE Details	07/01/2018 - 06/30/2025	Act48	180.00	50.00	286.00	336.00	0.00	N/A
		Current PIL	57.00	0.00	0.00	0.00	57.00	

The ACT 45 (PIL) requirement (as well as the ACT 48 hours requirement) is based on the following calculation:

$$\text{Number of Months in a PIL position} \times 3 \text{ PIL hours/month}$$

For instance, an administrator who serves in a PIL position [i.e., one in which the administrator is required to obtain ACT 45 (PIL) continuing education requirements] for the full five (5) year continuing education period would need to complete 180 hours (60 months x 3 hours/month). However, if an administrator begins a position in the middle of the cycle, s/he would be responsible *only* for the months served in PIL position beginning with the first *full* month of employment and ending with the last month of the continuing education period. **Note that extension periods do not count towards either ACT 48 or ACT 45 (PIL) calculations**. For instance, using the above example, this employee began employment in a PIL position in November 2022. Although s/he has a remainder of 31 months until the end of the designated continuing education period, only 19 of those months will count in PIL calculation since the PDE granted a 24-month extension (FY2020-21, FY2021-22) due to the COVID-19 pandemic to all certificated employees during this continuing education period. This employee began service *after* FY2021-22 so s/he received a prorated extension period and, accordingly, s/he only needs 57.0 hours (19 months x 3 PIL hours/month) as indicated in the "**CURRENT PIL**" record. (This reasoning also holds for ACT 48 hourly calculations.)

Fortunately, ACT 48 and ACT 45 hours are *not* exclusive; ACT 45 (PIL) hours also count as ACT 48 hours so there is no need to fulfill each requirement separately. (Please note that the reverse is *not* true as ACT 48 hours will *not satisfy* the ACT 45 hourly requirement.) Any administrator serving in a certificated

administrative position will still need to meet the ACT 48 180 hours. requirement. (When logging into PERMS, you will see that you do *not require* ACT 45 (PIL) hours but *only* ACT 48 hours.)

Current Continuing Education								
Action	Continuing Education Period	Requirement Type	Required Hours	Carryover Hours	Earned Hours	Total Hours Accumulated	Hours Still Needed	Inactivation Notice Date
View CE Details	07/01/2019 - 06/30/2026	Act48	180.00	0.00	0.00	0.00	180.00	N/A

Failure on the part of any certificated administrator to fulfill ACT 45 or ACT 48 requirements during their assigned continuing education period risks a lapsed (**INACTIVE**) certification. Because you cannot perform service on a lapsed certificate, you may be discharged (i.e., suspended or terminated) from your employment at SLSD. An administrator serving in a *non-certificated administrative position* but nonetheless holds a certification is solely responsible for maintaining active certification but a lapsed certification will *not* affect your employment.

WHERE CAN I GET ACT 45 HOURS?

Unlike ACT 48 hours, school administration hours (e.g., administrative/ faculty meetings, Board of School Directors meetings, in-service events) do *not* qualify as ACT 45 (PIL) continuing education hours. The PDE is particular about what qualifies as ACT 45 (PIL) continuing education hours since offerings must be tightly aligned to PIL course/ unit content. There are three (3) ways you can obtain ACT 45 (PIL) hours:

- (1) **Leadership courses that are offered by either the PDE or approved third-party providers.** This is the most common approach to obtaining ACT 45 (PIL) hours since these courses tend to be low-cost (or free altogether) and, in some cases, can be taken again after a certain period since the course content would refresh. The PDE keeps an extensive list of these courses, which can be accessed [HERE](#); as with PIL registration, you will need to email the organization's contact to register for an offering.
- (2) **An approved superintendent preparation program.** While some Institutions of Higher Education (IHEs) offer standalone superintendent preparation programs (leading to a Superintendent Letter of Eligibility), most IHEs have moved away from that model and now offer such a program as part of a doctorate (Ed.D. or Ph.D.) program. Since each (semester) credit is worth 30 hours of continuing education, you only need to take six (6) credits – generally two (2) courses – during your assigned continuing education period to satisfy your ACT 45 (PIL) hourly requirement.
- (3) **Courses/events offered by an organization approved by the PDE to offer such an opportunity.** These opportunities are rare but offered by nationally recognized organizations (e.g., the American Association of School Administrators, the National School Boards Association). Of course, please check with the sponsoring organization whether their course/ event satisfies the state's PIL (NISL) requirement.