



## Request for Submission of Act 48 Credits

*please print clearly – all fields are required  
if currently enrolled, please wait until you receive your grade before submitting this form*

Pennsylvania Professional Personnel ID \_\_\_\_\_

Your Professional Personnel ID uniquely identifies you with the Commonwealth of Pennsylvania. This number is required for Act 48 reporting. If you do not know your Professional Personnel ID, you can look it up on the [Professional Education Record Management System \(PERMS\) website](#).

Campus Key \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number (in case of a problem with your request) ( \_\_\_\_\_ ) \_\_\_\_\_

Subject	Course	Section	Title	Term

Employer Name \_\_\_\_\_ Attention \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Upon successful completion of the Thomas Jefferson University course(s) listed above and authorize Thomas Jefferson University to report this information to the PA Department of Education as Act 48 credit. I also authorize Thomas Jefferson University to send a current transcript to my employer at the address listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please email completed form to one of the following places:*

*If class(es) were completed at the Center City campus, please email completed form to [university.registrar@jefferson.edu](mailto:university.registrar@jefferson.edu)  
If class(es) were completed at the East Falls campus, please email completed form to [tju\\_ef\\_registrar@jefferson.edu](mailto:tju_ef_registrar@jefferson.edu)*