

SAS Portal Help Desk

PD Center

FAQS

1. What is my PPID number?

Each certified teacher in the Commonwealth of Pennsylvania is assigned a Professional Personal Identification (PPID) number. If you do not know your PPID, please visit the following Pennsylvania Department of Education web site: [Professional Education Management System \(PERMS\)](#).

2. Am I required to have a PPID in order to take a course in the PD Center?

No. Although a PPID number is not required to take a course in the SAS PD Center, it is required if you want your course credit to be submitted to PERMS for Act 48 hours. If you would like this credit, please update your SAS Profile by adding your PPID number. Should you decide to take a course without a PPID, you will be presented with a certificate of completion.

3. What is a self-paced course?

Some of the courses in the SAS PD Center are self-paced. Self-paced courses are designed for independent study, allowing you to work at your own pace. As such, no formal meetings with your instructor are required in order for you to complete your course or receive Act 48 credit.

4. The duration of my self-paced course is 90/180 days. Can I complete the course sooner than the scheduled end date?

Yes. You may take as much or as little of the course duration as necessary to complete your course.

5. Is there a course expiration date?

Yes. Each course has a unique expiration date, which depends on the date of registration. The duration is either 90 or 180 days.

6. Are PD Center courses designed only for classroom teachers?

There are job-embedded activities found in all of the courses that require educators to integrate the knowledge and skills learned within a course into the classroom. If you currently are not a full-time teacher or you have an educational role that supports students outside of the classroom, some SAS PD courses contain alternate job-embedded activities that allow you to fulfill all of the course requirements in order to obtain Act 48 credit. *Effective Strategies Supporting Language Arts, Mathematics, Science, and Social Studies Instruction, Teaching in the 21st Century: The Need for Change*, and *K-12 Math Open-ended Problem Solving* contain

SAS Portal Help Desk
PD Center
FAQS

numerous job-embedded activities that require classroom implementation. If you are unable to meet these requirements, please enroll in another SAS PD course, or contact your instructor to see if adaptations can be made.

7. Can a participant take more than one *Effective Strategies* course?

No. The content and the assessments in *Effective Strategies Supporting English Language Arts, Mathematics, Social Studies, and Science* are the same. Educators may take only one of these courses for Act 48 credit.

8. Is a participant required to pass all assignments in order to obtain course credit and Act 48 credit?

Teacher Effectiveness Courses

Yes. In order for a participant to receive Act 48 credit, he or she must pass each individual assessment and receive a passing score for the course. If a participant receives a total passing score but does not successfully complete (and pass) each individual assignment, Act 48 credit cannot be issued.

General SAS Courses

No. You need a passing cumulative score but do not necessarily need to complete all assessments to do so. Completing all assessments is encouraged and will support your professional practice.

If you need assistance locating a rubric, please contact your instructor or the SAS Help Desk.

9. How long will it take for my instructor to grade my work?

Instructors will grade student assignments within five business days of their submission. Please contact your instructor if you have specific questions regarding an assignment. If you need assistance getting in touch with your instructor, please contact the SAS Help Desk.

10. How long will it take for my Act 48 credit to appear on PERMS?

It will take approximately three to four weeks for your credits to appear on PERMS.

11. I failed an assignment. Can I resubmit it?

Educators who received a failing grade on an assignment may resubmit it once, making revisions based upon instructor feedback. An instructor may use his or her discretion based on the participant's circumstances, e.g., they misunderstood the instructor's feedback, etc.

SAS Portal Help Desk
PD Center
FAQS

12. If an educator resubmits an assignment that reflects no revision, can the instructor decline the opportunity for the student to resubmit?

Yes, upon the initial submission of an assignment, the instructor reviews and provides descriptive feedback about the modifications that a student must make to obtain a passing grade. Therefore, it is not a good use of an instructor's time to provide identical feedback a second time. If a student does need to resubmit an assignment, the instructor will clarify in his/her feedback that they will only have one additional opportunity to resubmit the assignment.

13. When is a worksheet required?

A worksheet must be uploaded in PD Center when it is associated with an assessment. Any assessment requiring completion of a worksheet will be considered incomplete (and the participant may fail the course) if the worksheet isn't submitted with the assessment. Instructors may allow a participant who fails to complete/upload a worksheet one additional opportunity to resubmit it.

14. Are educators allowed to collaborate? What is considered plagiarism?

Provided that instructors are informed in advance (prior to assignment submission), that the school district or organization is aware, and that everyone submits his or her own work, colleagues are allowed to collaborate. Instances where instructors do not receive prior notice about collaboration and/or individuals submit the same exact work will be considered plagiarism. Plagiarism will result in the instructor warning the respective educators and requesting that they re-submit their own, original work. Should an educator continue to resubmit unrevised (plagiarized) work, the instructor can fail the educator for that respective assignment.

15. Is it possible to receive an extension to complete course assignments?

You may receive only one extension. To do so, please submit a written request to your instructor prior to the expiration date. It is under the sole discretion of the instructor to grant the extension.

16. How many times is a student able to retake a course?

If a student has failed a course the first time, s/he may retake the same course as many times as needed.

17. How will my Act 48 credits be reported? Must I submit anything to PERMS to receive credit for the course?

Once a student has successfully completed a course, credits will be automatically

SAS Portal Help Desk
PD Center
FAQS

reported to PERMS within four weeks of the completion of the course. Upon request to the SAS Help Desk, educators can receive an email notification verifying (or their district) that an Act 48 credit-bearing course has been completed.

18. Where can I go to see the Act 48 credit that I have been awarded?

Educators can view all the Act 48 credit that they have been awarded on their accounts at the PERMS site. The PERMS site can be accessed via the following link:
<https://www.perms.ed.state.pa.us/screens/wfpublicaccess.aspx>

19. I have completed a course and have not received any notification that I received the hours. What should I do?

If more than four weeks have passed since your course ended and PERMS has not been updated, please contact your instructor to verify that the course has been successfully completed. If the course has been completed, please contact the SAS Help Desk.