

Act 48 Conversion Worksheet Directions

1. Download the Act 48 Conversion Worksheet here:
<https://psha.memberclicks.net/assets/ASHA%20Course%20Conversion%20to%20Act%2048%20worksheet.xls>
 - a. Note: You will need to open this document in Microsoft Excel. If prompted, you must click "Enable Macros" when opening the file
2. Complete the worksheet with the courses you are submitting for Act 48 conversion credit. Please be sure to follow these instructions:
 - a. PPID number, first name, and last name must be entered for every course being converted
 - b. DO NOT copy/paste anything into this worksheet - it can cause errors with the system accepting the form. Please manually enter all information
 - c. Leave the following columns blank: CPE/Act 45 Course Number and College Credit Type
 - d. Select "Act 48 Professional Development Activity" for each course in column G (Course/Activity Type)
 - e. Enter Total Clock Hours and Hours Awarded/Attended as the number of hours of Act 48 credit the course will count towards (e.g., a two and a half hour course should be entered as 2.5. Similarly, a course worth .25 ASHA CEUs should be entered simply as 2.5. etc). Do not enter any text in these boxes (e.g., "hours" "minutes", etc)
 - f. All dates must be entered as MM/DD/YYYY format.
 - g. The PERMS system will only accept up to 8 hours of credit for one day/date. Please be sure you are entering accurate start/end dates for your courses to account for this (e.g., if you completed a 10-hour course, the start and end dates must encompass at least two days, such as start date: 01/22/2026 and end date: 01/23/2026. If the start and end date are the same for one course that is longer than 8 hours or several courses on the same date that total more than 8 hours, the worksheet will be rejected by the system and the courses will not be approved)
 - h. Please do not add/delete any rows in the spreadsheet or change any font sizes or other formatting
 - i. Please note that only courses that you have attended after the date of your PDE certification are eligible for conversion
3. Carefully review your worksheet to ensure you have followed all of these directions
4. Save your worksheet with your last name in the .xlsx format
5. Upload your worksheet to the PSHA Act 48 conversion form
6. Upload your transcript(s)/proof of attendance as PDF documents to the PSHA Act 48 conversion form

Please allow approximately two weeks for your submission to be processed. Any errors in the above information may delay processing. You will receive a confirmation email and letters indicating course approvals once your conversion is complete.

If you have any additional questions, please contact vpcontinuinged@psha.org.