PMEA Act 48 Procedures for Fest/Festival Hosts

1. **Work with your district professional development (PD) representatives** to inform them of any professional development sessions you plan to offer during your event. *You must reach out to your district PD rep to ensure completion of the proper forms and steps in requesting Act 48 hours are followed.

2. **Send contact information regarding clinician** and session overview to your district representative on the PMEA Professional Development Council **at least thirty days** in advance of the event so this person can complete the **Presenter Act 48 Form**.

3. Direct clinician(s) to complete the **Presenter Act 48 Form** required in order to see if Act 48 hours can be offered. This form must be completed by the clinician. (The host may complete this form **only** if they have all of the information needed to complete the form, including citing the research base for the presentation – no information can be incomplete when the form is submitted.) If requesting hours for guest conductor observation or a reading session, the **Guest Conductor/Reading Session Act 48 Form** must be completed.

4. **Send a schedule** to PMEA Executive Director Abi Young (abiyoung@pmea.net) that includes start and end times for each item on the schedule so the total number of hours of Act 48 credit PDE will allow for the event can be confirmed.

5. If the session(s) is approved for Act 48 credit, an electronic file of the Act 48 sign-in sheet for all participants to complete will be sent to the host. The host must return the Act 48 sign-in sheet to the PMEA office (mailed to 56 S. Third St., Hamburg, PA 19526 or emailed to Kelly@pmea.net) no later than 14 days after the event.

6. After the event is over, participants will need to complete one **PMEA Participant Act 48 Form** which will request specific information about the event, ask participants to determine which aspects of the session were most beneficial, and assist participants in developing a plan of implementation. **This online form must be completed within two weeks of the event.**

7. Participants will be awarded Act 48 credit if they have signed the Act 48 roster sheet AND completed the PMEA Participant Act 48 Form within two weeks of the event. No Act 48 credit will be given if both of these tasks have not been completed.

   *Please remember – in the event of a session **not** being approved for Act 48 credits: that session may still be offered during the event, Act 48 hours just cannot be offered for that particular session.

   All Act 48 Information can be found at **www.pmea.net by scrolling over the Resources menu option and selecting the "Act 48 Information" link (please direct participants to this section of the website to access the two online surveys). Be sure to check this page frequently for the latest information.

Possible Session Topics:
Choral – Repertoire for female-heavy ensembles; Warm-ups with a purpose; Sight-singing strategies and resources; vocal health
Instrumental – Instrument repair; Arranging literature to cover parts you do not have; Concert band set-ups to fit your repertoire; Getting the sound you want from your concert band; Jazz basics; Vibrato in the Upper Strings; Double Bass 101; String Orchestra Rehearsal Techniques
Other Topic Areas – Curriculum/Instruction, Health/Wellness, Leadership/Mentoring, Justice/Equity/Diversity/Inclusion, Teacher Resources; Sharing & Reading sessions