

# How to Get Your Principal or Superintendent to Approve NASET Certifications

NASET makes no guarantee of approval by using the templates below. Based on previous enrollee success, we believe the items below can be helpful when pursuing approval.

## Email Template for District Approval

We recognize and appreciate that every school and district is different, but hope this template to request approval from your administrator for NASET professional development hours can be helpful as you pursue approval for your NASET professional development content. Customize the highlighted sections with your specific information.

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### Subject Line Options:

- Request for Professional Development Approval - NASET Special Education Certification
- PD Hours Approval Request: State-Approved Special Education Training
- Professional Development Pre-Approval for [Certification Name]

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### EMAIL TEMPLATE:

Dear [Principal/Superintendent Name],

I am writing to request pre-approval for a professional development opportunity that will strengthen my skills in [special education/IEP development/classroom management/behavioral interventions] and directly benefit our students.

**Program Overview:** I plan to complete the [Board Certified Special Educator/Board Certified IEP Expert/Board Certified Classroom Manager] certification through the National Association of Special Education Teachers (NASET). This comprehensive program offers [114/86/118] professional development hours covering evidence-based practices in special education.



**State Approval & Credibility:** On February 3, 2026, NASET became an **Act 48 approved professional development provider** by the Pennsylvania Department of Education (AUN# 300003228). This rigorous state approval process validates that NASET's courses meet high-quality professional development standards. Many [state name] districts accept professional development from out-of-state approved providers, particularly in specialized areas like special education where quality training is essential.

**Relevance to Our School:** This certification will enable me to:

- [Option 1: Better support our students with IEPs through evidence-based assessment and goal-writing practices]
- [Option 2: Implement proven classroom management strategies that reduce behavioral disruptions]
- [Option 3: Ensure IEP compliance and reduce the risk of due process complaints]
- [Option 4: Apply research-based interventions for students with autism spectrum disorders]
- [Option 5: Strengthen collaboration with parents, related service providers, and general education teachers]

**Alignment with [District Name] Goals:** This training directly supports our district's commitment to:

- [Option 1: Inclusive education and serving students in the least restrictive environment]
- [Option 2: Evidence-based instructional practices]
- [Option 3: Special education compliance and legal requirements]
- [Option 4: Data-driven decision making for student interventions]
- [Option 5: Professional growth for all educators]

**Program Details:**

- **Provider:** National Association of Special Education Teachers (NASET)
- **Provider Approval:** Pennsylvania Act 48 Approved Provider (AUN# 300003228)
- **Format:** Self-paced online modules (accessible 24/7)
- **Total Hours:** [114/86/118] professional development hours
- **Cost:** \$[insert cost] (no district resources required beyond PD hour approval)
- **Completion Timeline:** [your estimated timeline - typically 3-6 months]

**What I'm Requesting:** I respectfully request that upon successful completion of this certification, the district approve **[114/86/118] professional development hours** toward [my license renewal requirements/salary advancement/professional growth plan].

**Supporting Documentation:** I have attached:

1. Detailed course syllabus with learning objectives
2. Module breakdown showing alignment with [state name] teaching standards



3. [Optional: Sample certificate of completion from a NASSET graduate]

**Next Steps:** If approved, I will:

- Complete the certification within [timeframe]
- Provide you with my certificate of completion
- Share key takeaways and resources that could benefit our entire special education team
- [Optional: Present a brief professional development session to share strategies with colleagues]

I believe this training will make me a more effective educator and directly improve outcomes for our students with special needs. I would appreciate the opportunity to discuss this further at your convenience.

Thank you for considering this request. Please let me know if you need any additional information.

Sincerely, [Your Name] [Your Position] [Your School] [Your Contact Information]

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## Alternative: Shorter Email Template for Informal Requests

**Subject:** Quick PD Approval Request - NASSET Special Education Certification

Hi [Principal/Superintendent Name],

I'd like to pursue the **[Certification Name]** through NASSET (National Association of Special Education Teachers) and wanted to check if the district would approve the **[number] professional development hours** toward my [license renewal/professional growth plan].

**Quick facts:**

- NASSET is Pennsylvania Act 48 approved (state-vetted provider- AUN# 300003228)
- Self-paced online format (no time away from school)
- Focuses on [IEP development/classroom management/behavioral interventions]
- Cost: \$[amount] (self-funded, no district expense)
- Directly supports our work with [describe relevant student population]

Happy to discuss further if you have questions.

Thanks for considering! [Your Name]

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## Tips for Success

### Before You Send:

1. **✓ Review your district's PD policy** - Check if there's a formal approval process or required forms
2. **✓ Talk to colleagues** - Ask if anyone else has gotten NASET approved or used out-of-state PD
3. **✓ Gather all documentation** - Syllabus, learning objectives, and NASET's Pennsylvania AUN# 300003228
4. **✓ Know your needs** - Be clear about whether you need it for renewal, salary advancement, or professional growth
5. **✓ Timing matters** - Submit your request well before you need the hours (ideally at the start of a renewal cycle)

### During the Conversation:

- **Lead with student benefit** - Administrators care most about impact on students
- **Emphasize specialization** - Special education training is often limited; high-quality options are valued
- **Show state validation** - Pennsylvania's approval demonstrates rigor and quality
- **Offer to share** - Propose presenting key learnings to colleagues (shows investment in school improvement)
- **Be flexible** - If they want to see the syllabus first or want you to complete a module before full approval, accommodate

### If They Say No:

1. **Ask why** - Understanding objections helps you address concerns or find alternatives
2. **Propose partial approval** - "Could we start with approval for half the hours while I complete the first modules?"
3. **Request reconsideration timeline** - "May I resubmit this request after [state approval/budget cycle/etc.]?"
4. **Explore alternatives** - Ask if there's a preferred provider or process for out-of-state PD approval
5. **Use it anyway** - Even without district approval, the certification builds your expertise and resume

### Common Administrator Concerns & How to Address Them:

**Concern:** "We only accept in-state providers." **Response:** "I understand. Many districts make exceptions for specialized areas like special education where in-state options are limited."



NASET's state approval by Pennsylvania demonstrates they meet rigorous education department standards. Would you be willing to review the course syllabus and reconsider?"

**Concern:** "We haven't heard of NASET." **Response:** "NASET is a 22-year-old professional development organization serving over 40,000 special education professionals nationwide. They recently received Pennsylvania state approval, which requires meeting strict quality standards."

**Concern:** "How do we know this is quality professional development?" **Response:** "Pennsylvania's Act 48 approval process is rigorous - providers must demonstrate alignment with state teaching standards, evidence-based content, qualified instructors, and evaluation mechanisms. The detailed syllabus shows specific learning objectives tied to IDEA regulations and evidence-based practices. I'm confident this meets our district's quality standards."

**Concern:** "This is expensive." **Response:** "I'm self-funding this certification, so there's no cost to the district. I'm simply requesting approval of the professional development hours toward my [renewal/salary advancement/growth plan]."

**Concern:** "We have our own PD priorities." **Response:** "I absolutely support our district initiatives. This certification complements those efforts by deepening my expertise in [area], which will help me better implement our district's [initiative]. I see this as enhancing, not replacing, our local professional development."





**Concern:** "When will you complete this? We need you focused on school." **Response:** "The program is fully online and self-paced, so I'll complete it on my own time outside of school hours. There's no impact on my teaching responsibilities or attendance. I estimate completing it within [timeframe]."

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## What to Include in Your Approval Packet

Create a professional packet to submit with your email:

### Required Documents:

1.  **Cover letter/email** (use template above)
2.  **Detailed course syllabus** for your chosen certification
3.  **Learning objectives** aligned with teaching standards
4.  **Module breakdown** showing specific topics covered

### Optional Supporting Documents:

5. **State PD requirements comparison** - Show how NASET hours apply to your state's renewal requirements

6. **Cost-benefit analysis** - Demonstrate the value per PD hour compared to other options
  7. **Testimonials** - Include quotes from educators who've completed NASET certifications
  8. **Standards alignment chart** - Map NASET content to your state's teaching standards or special education competencies
  9. **Professional growth plan** - Show how this certification fits your individual development goals
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## Follow-Up Strategy

### If Approved:

✓ Send a thank-you email immediately ✓ Keep your administrator updated on progress (optional: send brief milestone updates) ✓ Submit certificate of completion as soon as you finish ✓ Offer to share key takeaways with colleagues ✓ Reference the training in your evaluations/observations

### If Pending:

✓ Follow up after 1-2 weeks if you haven't heard back ✓ Offer to meet in person to discuss ✓ Ask if additional documentation would help ✓ Inquire about the timeline for a decision

### If Denied:

✓ Ask for specific reasons ✓ Request guidance on what would make it approvable ✓ Explore whether partial approval is possible ✓ Pursue the certification anyway for your professional growth ✓ Consider reapplying after state approval is secured

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## Sample Follow-Up Email (If No Response After 2 Weeks)

**Subject:** Following Up: NASET Professional Development Approval Request

Hi [Name],

I wanted to follow up on my request from [date] regarding approval for the NASET [Certification Name] professional development hours.

I know you're busy, so no rush - but I wanted to make sure my request didn't get lost in the shuffle. I'm happy to provide any additional information or meet briefly to discuss if that would be helpful.



Please let me know if you need anything else from me, or if there's a better time to revisit this request.

Thanks! [Your Name]

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## Talking Points for In-Person Meeting

If your administrator wants to meet in person:

**Open with appreciation:** "Thank you for taking the time to meet with me about this professional development opportunity."

**Lead with student impact:** "I'm excited about this certification because it will help me better serve our students with [IEPs/behavioral needs/autism/etc.]. Specifically, I'll learn..."

**Address quality concerns proactively:** "I know you want to ensure our PD is high-quality. That's why I chose NASET - they're Pennsylvania state-approved, which means they've passed a rigorous vetting process."

**Show you've done your homework:** "I checked our district policy and [saw that/couldn't find information about] out-of-state provider approval. I also spoke with [colleague] who completed [similar training] and had it approved..."

**Make it easy to say yes:** "I've put together all the documentation you'd need - syllabus, and learning objectives. I'm self-funding it, completing it on my own time, and I'd be happy to share what I learn with our team."

**Ask directly:** "Would the district be willing to approve these hours toward my [renewal/salary advancement/professional growth plan]?"

**Be prepared to compromise:** "If you'd like me to complete the first module and share what I've learned before full approval, I'm happy to do that."

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## Red Flags to Avoid

**✗ Don't say:** "I already paid for this, so you have to approve it." **✓ Instead say:** "I'm prepared to self-fund this. I'm simply requesting approval of the hours toward my professional requirements."

✗ **Don't say:** "Everyone else is doing online PD from random providers." ✓ **Instead say:** "NASET is state-approved, which distinguishes it from unvetted online providers."

✗ **Don't say:** "Our district PD is terrible, so I found something better." ✓ **Instead say:** "This complements our district's excellent professional development by adding specialized expertise in [area]."

✗ **Don't say:** "I need this for my license renewal next month." ✓ **Instead say:** "I'd like to start this training soon, with completion planned for [reasonable timeframe]."

✗ **Don't say:** "Can you just sign off on this?" ✓ **Instead say:** "I've prepared all the documentation you'd need to evaluate this request. I'm happy to discuss any questions."

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## Questions Administrators Might Ask (And How to Answer)

**Q: How many hours is this?** A: "[114/86/118] hours, which I'll complete over [3-6 months] on my own time outside of school."

**Q: What's it about?** A: "It's a comprehensive certification in [special education/IEP development/classroom management] covering [list 3-4 key topics]. Here's the detailed syllabus."

**Q: Why not use our district PD?** A: "I value our district PD and will continue participating. This adds specialized expertise in [area] that isn't currently offered locally."

**Q: How do I know it's legitimate?** A: "NASET is Pennsylvania state-approved, which requires meeting rigorous education department standards. They've been operating for 21 years and serve over 40,000 educators nationwide. For reference, their AUN# is 300003228."

**Q: Will this take you away from teaching?** A: "No - it's entirely online and self-paced. I'll complete it on my own time with zero impact on my teaching schedule."

**Q: What if you don't finish?** A: "I'm committed to completing it. If for some reason I can't, I'll only request approval for the hours I actually complete."

**Q: Can other teachers do this too?** A: "Absolutely! If this goes well, I'd be happy to recommend it to colleagues or even facilitate a group enrollment."

**Q: How much does it cost the district?** A: "Nothing - I'm self-funding the entire cost. I'm only requesting approval of the professional development hours."





**Q: What will you actually be able to do differently after this?** A: "I'll be able to [specific skill 1], [specific skill 2], and [specific skill 3]. For example, [give concrete example of how it will improve your practice]."

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**Questions? Email NASET Professional Development:** [careercenter@naset.org](mailto:careercenter@naset.org)