

(Use this form to document CPE Hours, especially if no certificate of attendance is provided by the presenter. Certificates may be attached.)

ELKHART INDEPENDENT SCHOOL DISTRICT
Local Record of Continuing Professional Education (CPE) Hours
For Educators Certified After September 1, 1999

This applies to all Classroom Teachers, School Counselors, Educational Diagnosticians, Learning Resource Specialists, Principals, Superintendents, and, in the future, possibly Paraprofessionals, originally certified, or adding a new area of certification to an existing certificate, after September 1, 1999. (The State Board for Educator Certification [SBEC] is still debating whether to include Paraprofessionals. It might be prudent for paraprofessionals to complete these forms in case they are needed at a later date.)

School districts are not required to keep a record of teachers' CPE Hours. Although, Texas School Districts are per-approved to offer CPE training, if the district offering the training fails to register with the state as a provider of CPE training, the hours offered will not count for certification renewal purposes. Therefore, please use caution in signing up for CPE training. **Elkhart ISD and Region VII are registered and approved for CPE training.**

Keep a copy of this document for your records. At the end of your 5-year Standard Certificate renewal period you will be required to submit your hours to the State Board for Educator Certification (SBEC) in order to renew your certification (TEC§21.041 (b), (3), (4), and (9) and §21.045). Example: Teachers are required to accumulate 150 CPE Hours in 5 years. 30 hours each year would accrue if an individual attended 5 six-hour in-service days during the school year or three in-service and two summer or Saturday Comp. Days. A variety of other activities and college hours count also, 1 semester hour of college credit equals 15 CPE clock hours. **The only CPE hours that may be counted for renewal are those accumulated after the issuance of a Standard Certificate and before its expiration date.**

DOCUMENTATION of CPE HOURS

Attach any certificates or other documentation of attendance to this form.

Educator's Name: _____ Name of CPE Activity: _____

(Signature of STATE APPROVED AND REGISTERED CPE Provider—Your training presenter)

Date: _____ Clock Hours: _____ Location of CPE Training: _____

Brief Description of CPE Activity:

How Did Participating in This Activity Change Your Educational Practice?

This document would make an excellent addition to a Teacher Self-Report file.