## CONTINUING EDUCATION CONTACT HOURS DECISION TREE

### Decision 1: Are the renewal credits completed after the issue date of the current educator certificate?
- If yes, they may count toward renewal
- If no, they may not count toward renewal

### Decision 2: Do the renewal credits include multiple courses/trainings with identical content?
- If yes, the contact hours may be counted only one time within a renewal cycle
- If no, each contact hour may be counted

### Decision 3: Is the trainer a school district, educational service agency, education-related organization, or health care provider?
- If yes, the trainer is eligible to issue contact hours
- If no, the contact hours cannot be counted toward renewal

### Decision 4: Is the training education-related?
- Does the training focus on the pedagogy of teaching?
- Does the training focus on a content area (math, art, CTE course, etc.)?
- Does the training focus on school climate?
- Does the training focus on the health and safety of students?
- If yes, the training may be counted as continuing education credits
- If no, the training cannot be counted as continuing education credits

### Decision 5: What information must be included on certificates for trainings held July 1, 2017 and forward?
- Course title—not Professional Development (name of training or description of training)
- Name of agency or individual awarding contact hours
- Name of person receiving the contact hours
- Number of contact hours
- Date of training
- Location of training (can be identified as web-based training)
- If yes, all information is included on the certificate, the course may be counted as contact hours
- If no, the applicant must provide documentation of the contact hours or it cannot be counted