

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