

Documenting CPE/ET Time

1. Equivalent Time (ET) must be completed after June 1, 2009 and prior to May 22, 2010.
2. ET documentation must be submitted to Mark Stroebel. Any ET hours not earned will be deducted from the June 2010 paycheck. (DMA-R)
3. CPE certificates will be issued by the district for all workshops offered by the district. A copy of the certificate will be filed in the participant's CPE/ET folder.
4. Each college/university semester credit hour equals 15 CPE hours.
5. Principals will send sign-in sheets to Central Office at the end of each semester to report campus hours earned by certified staff.
6. To receive credit for non-documented hours, *Non-Documented CPE/ET Time for Certified Employees* (CPE/ET, Form 2) must be completed with the signature of the Principal/Director.
7. The *Classroom Observation Information Form* (CPE/ET, Form 1) may be used to document observation of Teacher B by Teacher A during Teacher A's conference times. The form must be signed by the teacher observing, the teacher observed, and the principal and returned to the Mark Stroebel.
8. Hours will only be recorded if a **certificate, sign in sheet, Classroom Observation Information Form, or Non-Documented CPE/ET Time for Certified Employees Form** has been received in the Central Office.
9. Central Office will record CPE credit but not in 5-year increments. Any certificates that are sent to Central Office will be placed in the educator's CPE/ET folder. However, as required by state law, each educator who received his/her initial certification after September 1, 1999 is responsible for maintaining the documented record of his/her CPE information to meet 150/200 CPE hours in 5 years as required by SBEC for certification renewal.