

Continuing Professional Education (CPE)

Tracking Worksheet -Teachers



Section A - Instructions

Written documentation and verification of completed activities applied toward CPE requirements are required. Educators are responsible for maintaining a record of their CPE credits. The tracking worksheet is provided for personal use and does not have to be submitted to TEA. It is the responsibility of the educator and the school district to determine which workshops or training sessions meet the requirements for standard certificate renewal. TEA staff will not make these determinations. This allows maximum flexibility for educators to identify appropriate CPE activities to meet their individual needs. At least 80% of the CPE activities should be directly related to the certificate(s) being reviewed and focus on the standards required for the initial issuance of the certificate(s), additionally 25% of that must be in specific classroom instruction defined on the CPE link below, (EFFECTIVE SEPT. 1, 2013). TEA is NOT requiring educators to submit written evidence of completed CPE hours, but rather keep that information available in the event your certification records are chosen for an audit. CPE Renewal, FAQ, and free online providers can be found on the TEA web site at: www.tea.state.tx.us/cpe.

Section B - Educator information

Last Name		First Name		Initial
TEA ID Number		Certificate Effective Date	Certificate Expiration Date	

Section C - Worksheet (150 clock hours required/ multiple Certifications 200 clock hours required)

Years	Content Area Development (no limit)	Professional Development (no limit)	Independent Study (30 hour limit)	Teaching or Presenting CPE's (15 hour limit)	Mentor Educator (45 hour limit) teacher to teacher	Defined Classroom Instruction (Minimum of 38 hours, refer to CPE link)	Totals
Year 1							
Year 2							
Year 3							
Year 4							
Year 5							
Totals							

Personal Notes