

Continuing Professional Education (CPE)

Tracking Work Sheet - Principal and/or Superintendent



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. TEA is not requiring educators to submit written evidence of completed CPE hours, but rather keep that information available in a personal file in the event your certification records are chosen for an audit. Renewal and CPE information can be found [here](#).

Section B - Educator information

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

Section C - Worksheet

Years	Learner Centered Standards (no limit)	Independent Study (40 hour limit)	Teaching or Presenting CPE's (20 hour limit)	Mentor Educator (60 hour limit)	Serving as an assessor (20 hour limit)	Totals
Year 1						
Year 2						
Year 3						
Year 4						
Year 5						
Totals						

Personal Notes