

# **Texas State CPE Guidelines**

Texas State Organization of Delta Kappa Gamma Society, International is a registered provider for Continuing Professional Education (CPE) credit with the State Board for Educator Certification (SBEC). The SBEC has specific requirements that educators must follow for certificate renewal.

Texas State can offer CPE credit through three methods for members who have earned their standard teaching certificate after 1 September 1999. These teachers are required to complete at least 150 hours of Continuing Professional Education (CPE) during each five-year renewal period, or an average of 30 hours per year.

## **The ways in which Texas State can offer CPE**

1. Local Chapter presentations/workshops
2. DKG Texas State sponsored events
3. State Convention presentations/workshops

The procedures to follow to award CPE credit by a local chapter begin with contacting the Texas State Organization's Chairman of Personal & Professional Enrichment Committee. The Personal & Professional Enrichment Chairman will respond with an e-mail containing attachments for a chapter database to record participants and workshop information necessary to be retained for audit purposes.

## **Then, a chapter will**

1. Select a topic from SBEC approved topics
2. Collect \$5.00 fee from each participant and send in to state headquarters
3. Send title of workshop, presenter's information and length of presentation to Texas Personal & Professional Enrichment Committee Chairman
4. Maintain a sign-in sheet of all participants' name, chapter, and e-mail address. Send a copy to Texas State Personal & Professional Enrichment Chairman and Headquarters so that a file can be kept for the number of CPE credits awarded to each person.
5. Texas State Personal & Professional Enrichment Chairman sends certificates to designated local chapter contact
6. Certificates are presented to workshop participants

Texas State must maintain a list of workshop participants for audit purposes. The \$5.00 fee covers the costs associated with administrative responsibilities. The Texas State Personal & Professional Enrichment Committee Chairman maintains a database of CPE attendees. Certificates contain the SBEC number and names of current Texas State President and Personal & Professional Enrichment Committee Chairman.

## **SBEC Information**

According to the SBEC, educators should complete at least 80 percent of their CPE hours in an area directly related to their certified content area. These standard areas include:

- Direct content area knowledge and skills (e.g., math content for a math certificate)
- Professional ethics and conduct standards
- Professional development topics such as district and campus priorities; child development and learning theory; discipline and behavior management; applicable federal and state education laws; diversity and special needs of the student population; strategies for parent involvement; technology integration; student reading; diagnosing and removing obstacles to student achievement; and, applied instructional techniques.

Suggested tools to use when diagnosing individual professional development needs are the individual's annual PDAS or periodic walk-throughs given by their administrator. Taking professional development courses that are of interest to the individual is also an acceptable way to meet renewal requirements.

## **SBEC Requirements for Earning CPE Hours**

- Participate in workshops, seminars, conferences and staff development sessions that enhance the individual's professional knowledge and skills
- Attend conferences, any staff development sessions offered by local school administration, or professional development courses offered through the school district or regional service center
- Complete undergraduate, graduate or training programs offered by accredited institutions of higher education. Each semester hour earned is equivalent to 15 CPE hours
- Participate in interactive distance learning, online activities, or video/Web conferencing sessions
- Involvement in self-study. Twenty percent or 30 hours of the required CPE hours can be fulfilled through reading books or print and online publications, and maintain a list of all of the literature read as well as the number of hours it takes to complete each title
- Share personal expertise as a trainer in CPE to earn up to 15 credit hours, or develop curriculum or CPE activities (there is no credit limit in this area)
- Provide guidance as a mentor and earn up to 30 percent of individual renewal hours
- Serve as an assessor for a principal assessment process (not to exceed 15 credit hours)

Make certain to keep a professional development documentation file throughout each five-year period. The SBEC does not currently require educators to turn in written documentation of CPE completion with their renewal applications, but evidence would need to be presented in the event of an audit. To learn more about SBEC regulations regarding teaching certificate renewal, visit [www.sbec.state.tx.us](http://www.sbec.state.tx.us).