

**CLASSROOM TEACHER - STANDARD CERTIFICATE RENEWAL  
AND  
CONTINUING PROFESSIONAL EDUCATOR REQUIREMENTS**

**GENERAL PROVISIONS FOR CERTIFICATE RENEWAL**

The renewal date of a Standard Certificate will be five years after the last day of the certificate holder's birth month. If a teacher holds multiple certificates, all can be renewed concurrently and all are subject to renewal during the certificate holder's birth month five years after the earliest certificate was issued. Teachers who fail to satisfy each of the requirements to renew their Standard Certificate(s) by the renewal date move to inactive status and are ineligible for employment in a Texas public school district in a position for which that certificate is required until all appropriate requirements are satisfied.

**CERTIFICATE RENEWAL REQUIREMENTS**

All classroom teachers are required to complete at least 150 clock hours of Continuing Professional Education (CPE) during each five-year renewal period. Teachers are encouraged to complete a minimum of 30 clock hours of CPE each year of the renewal period. **NOTE: Only those professional education activities from approved registered providers will be accepted for renewal purposes.**

**ACCEPTABLE CONTINUING PROFESSIONAL EDUCATIONAL ACTIVITIES**

Types of acceptable Continuing Professional Education (CPE) activities include:

1. participation in institutes, workshops, seminars, conferences, in-service or staff development which are related to or enhance the professional knowledge and skills of the educator;
2. completion of undergraduate courses in the content area knowledge and skills related to the certificate being renewed, graduate courses, or training programs which are taken through an accredited institution of higher education; (One semester hour of credit earned at an accredited institution of higher education is equivalent to 15 CPE clock hours.)
3. participation in interactive distance learning, video conferencing, or on-line activities or conferences;
4. independent study, not to exceed 20% of the required clock hours, which may include self-study of relevant professional materials (books, journals, periodicals, video/audio tapes, computer software, and on-line information) or authoring a published work;
5. development of curriculum or CPE training materials;
6. serving as an assessor (does not include the required annual evaluation of the principal) for the principal assessment process [TAC §241.35], not to exceed 10% of the required clock hours;
7. teaching or presenting a CPE activity, not to exceed 10% of the required clock hours; and/or
8. providing professional guidance as a mentor educator, not to exceed 30% of the required clock hours.

**Acceptable Content Areas of Required Continuing Professional Education Hours**

(b) One semester credit hour earned at an accredited institution of higher education is equivalent to 15 CPE clock hours.

(c) At least 80% of the CPE activities should be directly related to the certificate(s) being renewed and focus on the standards required for the initial issuance of the certificate(s), including:

- (1) content area knowledge and skills;
- (2) professional ethics and standards of conduct;
- (3) professional development, which should encompass topics such as the following:
  - (A) district and campus priorities and objectives;
  - (B) child development, including research on how children learn;
  - (C) discipline management;
  - (D) applicable federal and state laws;
  - (E) diversity and special needs of student populations;
  - (F) increasing and maintaining parental involvement;
  - (G) integration of technology into educational practices;

- (H) ensuring that students read on or above grade level;
  - (I) diagnosing and removing obstacles to student achievement; and
  - (J) instructional techniques.
- (d) Educators are encouraged to identify CPE activities based on results of the annual appraisal required under TEC, Chapter 21, Subchapter H.

**How to Renew Your Certificate:**

1. Go to the SBEC web site [www.sbec.state.tx.us](http://www.sbec.state.tx.us)
  2. Log onto the “SBEC on line for Educators” at the top of the page.
    - a. If you have already registered, log in with your user name and password.
    - b. If not, create a new user.
  3. On the left side of the page click on “Applications”
  4. Then Click on “Renew a Standard Certificate”
  5. You will check a box attesting to having completed the required CPE hours.
    - a. SBEC is not requiring that educators submit written evidence of completion of CPE, but rather keep that information available in a personal file in the event that they are ever audited.
- Certificates can be renewed up to 6 months prior to the expiration date.
  - For a list of providers, please see: <http://www.sbec.state.tx.us/SBECOnline/certinfo/regprov.asp>
  - The fee for certificate renewal is \$20 for most educators and \$10 for educational aides. Additional fees are assessed for late renewal and reactivation of an inactive certificate. Online payment of certification fees is available.
  - Any questions about the online application or use of the online system should be directed to the SBEC at 1-888-863-5880.

## CLASSROOM TEACHER - STANDARD CERTIFICATE 5-YEAR RENEWAL WORKSHEET

### DIRECTIONS

Written documentation and verification of the completion of all activities applied toward Continuing Professional Education (CPE) requirements for Standard Certificate renewal shall be maintained by each teacher. The Standard Certificate 5-Year renewal worksheet for the classroom teacher is provided to assist you in tracking your **150 CPE clock hours** and should be updated as soon as your continuing education requirements are completed. This certificate renewal worksheet (also available on the SBEC website at [www.sbec.state.tx.us](http://www.sbec.state.tx.us)) is provided for your use only and does not have to be submitted to SBEC for renewal. *SBEC is not requiring that educators submit written evidence of completion of CPE, but rather keep that information available in a personal file in the event that they are ever audited.* The specific numbers of clock hours that may be applied toward fulfillment of the certificate renewal requirements are indicated in the CPE activity areas below. **It is the responsibility of the educator and the ISD to determine which workshops or trainings meet the requirements for standard certificate renewal. SBEC staff will not make these determinations. Please do not contact SBEC staff requesting verification of CPE activities. CPE applicability determinations must be documented and maintained locally.**

Name: Last	First	Middle Initial	Renewal Month/Year
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Certificate/Endorsement(s)	Certificate Number	Social Security Number
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Designated Renewal Areas	Area 1 Content Area Development (no limit)	Area 2 Professional Development (no limit)	Area 3 Independent Study (30 hr limit)	Area 4 Teaching or Presenting CPEs (15 hr limit)	Area 5 Mentor Educator (45 hr limit)	Area 6 Serving As An Assessor (15 hr limit)	5 Year Total Hours For Certificate Renewal
Hours Earned (Summary)							

Continuing Professional Education (CPE) Activity Areas	Renewal Year 1 Clock Hours	Renewal Year 2 Clock Hours	Renewal Year 3 Clock Hours	Renewal Year 4 Clock Hours	Renewal Year 5 Clock Hours
<b>Area 1: Content Area Development</b>					
<b>Area 2: Professional Development</b>					
<b>Area 3: Independent Study</b>					
<b>Area 4: Teaching/Presenting CPEs</b>					
<b>Area 5: Mentor Educator</b>					
<b>Area 6: Serving As An Assessor (Does not include the annual principal evaluation)</b>					