



## Credit Information

### **St. Vrain Valley School District credit**

When registering for classes, teachers should always choose "Professional Development credit" or "Professional Development/Salary credit". The choice called "Professional Growth credit" is for classified staff.

- Professional Development credit can be used for re-licensure. It cannot be used with Human Resources for salary movement. Usually this is because the training takes place during the work day and salary credit cannot be earned while being paid.
- Professional Development and Salary credit can be used for both re-licensure and salary movement.

You must provide an official district transcript with a signature when you apply for re-licensure with the Colorado Department of Education (CDE).

If you are moving from an initial to a professional license, you just need to submit your induction certificate to CDE.

### **College/university credit**

All graduate-level university credit is accepted by both CDE for license renewal and Human Resources for salary movement. You must provide an official transcript from the university or college.

### **Certificate from a workshop, conference, or seminar**

- Certificates with the name of the organization, address, date of the activity and clock hours printed on it will be accepted by CDE for renewal.
- In order to use such hours for salary movement with Human Resources, you will need to go through the Office of Professional Development and apply for either Professional Conference attendance credit or Independent Study credit. This must be done **3 weeks ahead** of time. The credit packets and applications can found on the professional development website [here](#).



## OFFICE OF PROFESSIONAL DEVELOPMENT

### **Educational Travel**

Both CDE and Human Resources will accept educational travel for renewal and salary movement if you first go through the Office of Professional Development and apply for Independent Study credit (see above process for workshop/conference). It will then be on your district transcript.

If you don't choose to apply for Independent Study credit, CDE has specific requirements about what you have to submit to use educational travel for license renewal. More information can be found [here](#).

### **Supervision of a student teacher**

Both CDE and Human Resources will accept supervision of a student teacher for credit. You will need to submit the Verification of Supervision of Student Teacher form from the college the student teacher attends. CDE also requires that your administrator sign the verification form found in the renewal application. You can find more information [here](#).

### **Other Acceptable Renewal Activities**

CDE lists all acceptable renewal activities [here](#).

### **CEUs (Continuing Education Units)**

Some associations, companies, and even colleges will issue CEUs for a non-credit educational course. CEUs are most often used with organizations relating to Special Education, OT/PT, Speech/Language, etc. CEUs do not convert the same way as semester hours:

1 CEU = 10 contact hours = **.75** semester hours

15 contact hours = 1 semester hour

Both CDE and Human Resources accept CEUs for credit. Human Resources requires prior approval from your supervisor and from Human Resources.

### [CDE Educator Licensing](#)

Questions about what is acceptable for SVVSD salary movement? Email [lateralmove@svvdsd.org](mailto:lateralmove@svvdsd.org)