

Background and Process for Recertification Credits

CCA Authority to Issue Certificates for Contact Hours (CEUs)

Quoted text in italics below from [CDE](#) website, last viewed 8/23/2026:

CDE does not pre-approve CEUs, training or professional development workshops, conferences or in-services. There is such a wide variety of professional development that is supportive of our teachers that we simply find it impossible to approve all of it. We leave it very much to the individual educator to know what is best for them and upon submission of the renewal the educator must clearly indicate how the professional development meets their specific endorsement areas and what educational standards it addresses.

Accepted Renewal Categories

VI. Ongoing Professional Development

7.02(1)(f) Ongoing professional development and training experiences must occur within the license-holder's present or future endorsement content area(s) or in the areas of evidence-based practices for teaching reading, literacy or numeracy and may include, but are not limited to: attendance or presentation at professional conferences; service on statewide or national educational task forces or boards; professional research and publication; supervision of student teachers or interns; mentorships; and pursuit of national educator certification.*

Required Content for Certificates

Participant's name, name of workshop/Academy, name of agency providing workshop, location, dates and contact hours, signature of provider verifying participant attendance and completion of workshop. Credit by contact hours.

It falls to CCA members to:

- 1) Request the certificate for each meeting and/or upon completion of service on a CCA task force using [this Google form](#).
- 2) Download and save the certificate once provided.

It falls to the Communications Director to:

- 1) Update the Google Form and circulate the response link to capture member requests before each meeting and if/when members are called to serve on *ad hoc* task forces.
- 2) Keep the Google Form's response link posted on the CCA Website and share it with Co-presidents and Secretary.
- 3) Modify the Certificate Template to meet the specifics of each meeting and, as needed, replace the electronic signatures for when Co-presidents rotate on/off.
- 4) Verify participation in each meeting (using draft minutes, if needed) and create PDFs of the certificate for each member who requests one.
- 5) Use email or shared Google Folder to distribute the appropriate PDF to each requester.
- 6) An ideal timeline to issue the certificates is within two weeks of each meeting or the completion of the work of an *ad hoc* task force.

It falls on the Co-presidents to:

- 1) Assist the Communications Director with each iteration of the certificate as requested.
- 2) Include the response link to the Google Form with emails announcing meeting dates/agendas and, if easy, with emails circulating the draft minutes.