



Professional Credential Renewal Course Work Evaluation

As required by CCCS and the CCD CTE Credentialing form: Full-time professional applicants who need six (6) semester hours of coursework to renew can use the following equivalents. Forty (40) hours of paid work experience is equal to one (1) credit hour and fifteen (15) hours of workshop/seminar time is equal to one (1) credit hour for renewal. On renewal application indicate the number of hours you spent on each activity and be sure to attach appropriate documentation for your College’s Credentialing Officer. All coursework must be approved by the Dean prior to completion of the work, and that documentation must be submitted along with the application.

Applicant Name: _____

Deans must fill out the top section of this form, and attach all relevant materials, prior to submission to the CTE credentialing officer for review.

- _____ Hours of paid work experience
- _____ Hours of workshop/seminar time
- _____ Hours of semester coursework
- _____ Appropriate documentation is attached

Evaluation by Dean Name: _____

Dean Signature: _____ Date: _____

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For CTE Credentialing Office Use Only

- _____ Paid work experience equivalents into semester hours
- _____ Workshop/seminar time equivalents into semester hours
- _____ Hours of semester coursework
- _____ Total hours of experience translated into semester hours
- _____ Sufficient for renewal
- _____ Not sufficient for renewal

CTE Credentialing Officer Name: _____

Officer Signature: _____ Date: _____