

Frequently Asked Questions Regarding CPE

1. What activities count toward the required CPE clock hours every five years?

To allow maximum flexibility for educators to identify appropriate CPE activities to meet their individual needs, CPE clock hours can be accrued through the following:

- workshops, conferences, and in-service or staff development delivered by an approved registered provider ;
- undergraduate and graduate coursework through an accredited institution of higher education, with one semester credit being equivalent to 15 CPE clock hours;
- interactive distance learning, video conferencing, or on-line activities;
- independent study, not to exceed 20% of the required clock hours;
- development of curriculum or CPE training materials;
- presenting CPE activities, not to exceed 10% of the required clock hours;
- serving as a mentor, not to exceed 30% of the required clock hours; and
- serving as an assessor for the principal assessment, not to exceed 10% of the required clock hours.

Only those CPE activities from SBEC-approved registered providers will be recognized for Standard Certificate renewal purposes. All CPE providers approved by SBEC are listed under the “Certificate Renewal Requirements” link on the SBEC website.

2. Who can provide CPE hours?

All entities or individuals wishing to provide CPE hours must apply to be approved by the SBEC executive director. If an entity or individual provides CPE activities on behalf of an approved provider, the approved provider is responsible for ensuring compliance with quality and documentation requirements.

CPE providers are listed on the SBEC website and may include the following:

- Texas public school districts, provided that staff development activities are developed, approved, and conducted in accordance with the site-based decision-making process;
- regional education service centers;
- accredited institutions of higher education;
- education associations that have offered professional development in Texas for at least five years and have tax-exempt status under federal law or state associations that are affiliated with a national association with tax-exempt status;
- private companies that are approved by SBEC;
- private schools recognized by Texas Education Agency (TEA);
- TEA; and
- SBEC.

It is the responsibility of the educator to verify the approval status of the CPE provider prior to completion of the CPE activities.

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3. Are there specific requirements regarding the number of CPE hours that must be accrued each year and the content of the CPE activities?

No. The only absolute requirement is the completion of the required number of CPE hours each five-year renewal period. Educators are encouraged to accumulate a minimum number of clock hours each year to stay current in the profession. It is suggested that at least five CPE hours each year be devoted to the content area for each certificate being renewed.

4. What happens if an educator does not renew the Standard Certificate?

Any Standard Certificate that is not renewed will move to inactive status. Reactivation procedures and fees will vary depending upon individual circumstances.

5. Is there a grace period for completing renewal requirements?

The SBEC executive director will consider hardship exemptions to the CPE requirements for documented health-related reasons and other extenuating circumstances.

6. Will CPE providers have to maintain documentation and provide to SBEC information about educator attendance at CPE activities?

No. Recognizing the burden such reporting requirements would place on providers, the Board has eliminated this requirement.

7. What documentation will the educator receive to verify attendance at CPE activities?

At the conclusion of each activity, the provider must give to each educator a written document that lists, at a minimum, the provider's name and ID number, the educator's name, the date and content of the activity, and the number of clock hours that count toward satisfying CPE requirements.

8. How will renewal requirements address the quality of current professional development offerings?

The Board will require all providers to affirm that their offerings are taught by appropriately knowledgeable individuals and contribute to the advancement of professional knowledge and skills. Every two years, providers must conduct a comprehensive self-study to gauge the quality of their CPE offerings, the results of which should be used to improve activities available to educators. SBEC rules also provide a mechanism for educators to register complaints with the Board, which can lead to an investigation of, and possible sanctions against, the CPE provider.