College Credit In-service Conversion

A maximum of 6 semester hours per certificate validity period may be converted into inservice credits for the purpose of certificate renewal, endorsement, or ESE renewal requirement. Current Employees, please complete this form and send to the Professional Learning Department along with your official transcript. Non-Employees must submit College Credit information directly to the DOE.

Name:	Last 4 SS #:	School/Dept:
Name of College/University:		
Course Title:		Course Code #:

Begin Date:	End Date:	# of Semester Hours:	Final Grade:

Please use this course as credit toward the following:
(please check)

	5-Year Professional Certificate Renewal	*Expiration date of certificate:*	
	Endorsement	☐ Reading Endorsement ☐ Gifted Endorsement ☐ Autism Endorsement ☐ ESOL Endorsement ☐ Athletic Coaching Endorsement	*For endorsements, please note the course must have been completed within the last ten years and must also be approved by the endorsement program specialist. In some cases, a course description/syllabus may be required.*
	ESE 20-hour inservice requirement	*The course must be completed within the 5-year validity period of the professional certificate. The course will be reviewed by Professional Learning to determine eligibility for meeting this requirement.*	

I have attached an official transcript from the college/university as verification.

_____ _____
Signature Date

(Please note: a grade slip is not acceptable. The transcript must bear the registrar's stamp and signature.)

Conversion Rate - 20 points per semester hour

1 semester hour = 20 inservice points 2 semester hours = 40 inservice points 3 semester hours = 60 inservice points

(Max - 6 semester hours per certificate validity period)

Professional Learning Department Use ONLY

_____ _____
_ Professional Learning Administrator Date