

Continuing Professional Education (CPE)

Tracking Work Sheet - Student Services, Master Teachers



Section A - Instructions

Written documentation and verification of completed activities applied toward CPE requirements are required. Educators are responsible for maintaining a record of their CPE credits. The tracking worksheet is provided for personal use and does not have to be submitted to TEA. It is the responsibility of the educator and the school district to determine which workshops or training sessions meet the requirements for standard certificate renewal. TEA staff will not make these determinations. This allows maximum flexibility for educators to identify appropriate CPE activities to meet their individual needs. Student services and Master Teacher Standard Certificate Holders are required to complete 200 clock-hours of CPE every five years. TEA is not requiring educators to submit written evidence of completed CPE hours, but rather keep that information available in a personal file in the event your certification records are chosen for an audit. Renewal and CPE information can be found on the [TEA website](#).

Section B - Educator information

Last Name	First Name	Initial
TEA ID Number	Certificate Effective Date	Certificate Expiration Date

Section C - Worksheet

Years	Content Area Development (no limit)	Professional Development (no limit)	Independent Study (40 hour limit)	Teaching or Presenting CPE's (20 hour limit)	Mentor Educator (60 hour limit)	Serving as an assessor (20 hour limit), [does not include annual principal evaluation]	Totals
Year 1							
Year 2							
Year 3							
Year 4							
Year 5							
Totals							

Personal Notes