

## Certificate Renewal Worksheet

**Educator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<p>1. <b>Enter issue date from certificate or license to be renewed.</b>  <i>The issue date is found in the upper right hand corner of your certificate or license. Do not confuse the issue date with the July 1 effective date of the certificate or license.</i></p>	
<p>2. <b>Enter semester hours taken since issue date.</b> <i>When you fill out similar sheet for actual renewal, you will need transcripts.</i></p>	
<p>3. <b>Convert any quarter hours taken since issue date to semester hours.</b> <i>Remember transcripts at renewal time.</i></p> <p style="text-align: center;"># Quarter Hours = _____ X 2 + _____ / 3 =</p>	
<p>4. <b>Convert CEUs earned since issue date to semester hours by dividing CEU credits by 3:</b></p> <p>CEUs issued <b>by the ODE:</b> _____ CEUs / 3 =</p> <p>CEUs issued by your <b>district's LPDC:</b> _____ CEUs / 3 =</p>	
<p>5. <b>For those transitioning to license – add steps 2, 3, and 4 above, and enter the number here.</b> <i>If the number is 6 or more, you may transition to or renew a 5-year license.</i></p>	
<p>6. <b>For those renewing an 8 year certificate – enter years of experience under any certificate since issue date of certificate to be renewed.</b> <i>One year of experience equals one semester hour. 120 days of substituting in a school year equals one year of experience. The last renewal date is 9/2/06.</i></p>	
<p>7. <b>Total steps 2, 3, 4, and 6 above, and enter the number here:</b>  <i>For an 8-year certificate, this number must be 12 or more.            For a 5-year license, the number must be 6 or more.            For a 5-year license, years of experience do not count.</i></p>	

- **This is NOT the Department of Education's verification form.**
- **This worksheet is used only as a RENEWAL worksheet. DO NOT use if for certificate conversions!!**