

Work Experience Preapproval Form – Effective 12/01/08
Send to the Continuing Education Committee, Education Service Center



Preapproval is required before clock hours can be allocated for activities in Category I-1. An individual must submit a written request to the Continuing Education Committee at the ESC describing the proposed work experience and explaining how the experience will help lead to professional growth in the individual's licensure area.

Ten clock hours will be granted for each week of preapproved work experience, with a maximum of thirty clock hours generally granted for this category in a five-year licensure period.

In order for a preapproval request to be considered, the request must be made available to the Continuing Education Committee at a regularly scheduled meeting prior to the start of the date of the work experience.

When a preapproved activity is completed, an online request for clock hours/CEUs should be made in KeepCertified.

After the online request is submitted, the following should be sent to the Continuing Education Committee at the ESC:

1. A Verification of Clock Hours Form;
2. A copy of the Work Experience Preapproval Form; and
3. A written statement that the work experience was completed, including the actual number of days. Although no signature is required, the Optional Activity Verification Form can be used for this written statement.

Name _____ Building _____ Extension _____

Describe the proposed Work experience. Include the estimated number of days and explain how the Work experience will help lead to professional growth in your licensure area(s).

For Committee use only

Preapproved on _____ Processed by _____ Number of preapproved clock hours _____

Clock hours are subject to change if actual number of days of travel varies from the estimated number of days.