


Keep Certified: Request a CEU

Login Screen: Go to <https://keepcertified.sourcewelltech.org/> Click “Forgot Password” if you have never logged in and enter your e-mail address to be sent a temporary password.

 KeepCertified

Please sign in


Email address

Password

Sign In

[Forgot your password?](#)

Main Menu (Staff Home): From here you can see your license information, how many clock hours have been approved and which requirements you have met. It is important to keep in mind that the hours under the Required Areas section do not add up to your total clock hours because you may be one experience that meets several requirements. The “Total Hours” is how many total clock hours you have approved.

 KeepCertified Staff Home Browse Classes Request CEU's Review Enrollments Master Record Report Welcome, Holli ▾

License Summary

License	Renewal Year
Elementary Education	2023

CEU Summary

CEU Category	Hours
b.) Workshops, Conferences, Seminars, Lectures	30.5
c.) Staff Development, Inservice	233.75
e.) Peer Coaching/Mentorship	1
f.) Professional Service	21
Total Hours:	286.25

Required Areas

Requirement	Hours
Suicide Prevention Strategies	9
Positive Behavioral Interventions	28
Accommodation, Modification and Adaptation of Curriculum...etc	6
Reading Preparation	49
Mental Illness Awareness	12
English Learners Best Practices	1
Cultural Competency Training	7

My Upcoming Enrollments

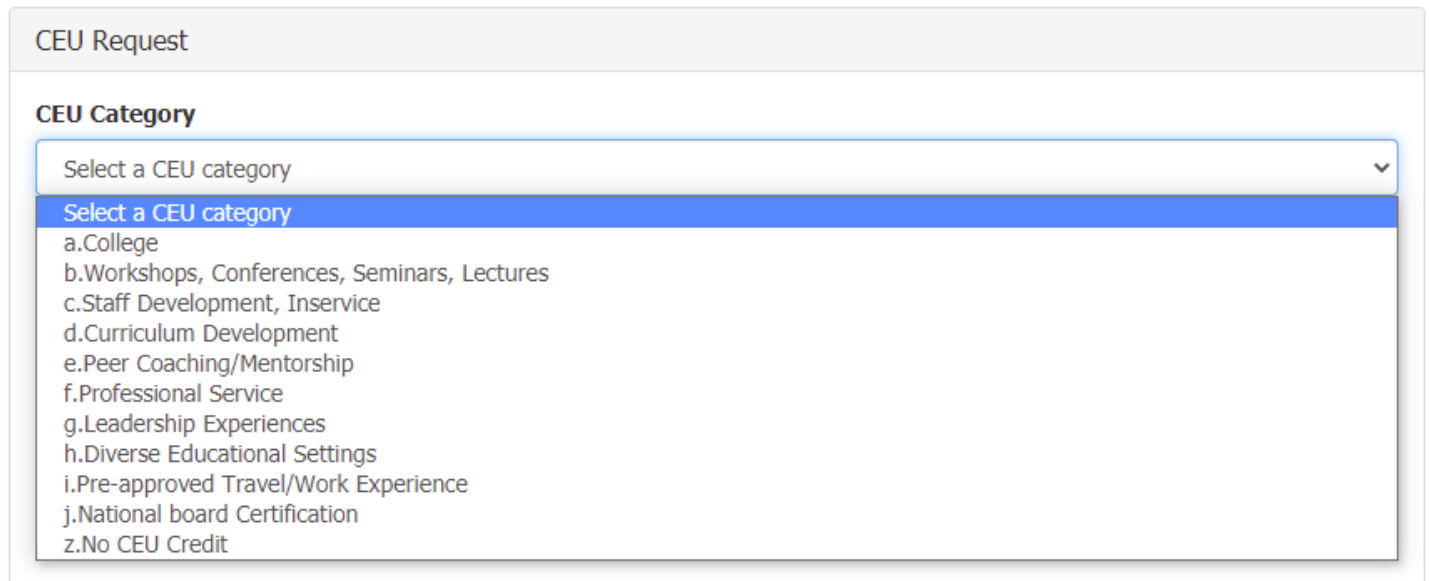
Title	Start Date	Location / Room	Status
You are not currently enrolled in any classes. Browse upcoming classes.			

My Pending CEU Requests

Course Title	Date Submitted	Category	Hours	Cert.
You do not have any requests pending.				

Request CEU'S: Select the appropriate category and requirement. When you reach “Brief Description...” explain how it meets the state requirement. The Continuing Ed Committee may return this to you if you explain what the class was about but not how it met the requirement. Finally, you **must** upload verification of completion of the experience. It will be sent back if you do not.

Select a Category: Most Common categories are B and C (B Gone, or C You There)



The screenshot shows a web form titled "CEU Request". Below the title is a section labeled "CEU Category" which contains a dropdown menu. The dropdown menu is open, showing a list of options: "a.College", "b.Workshops, Conferences, Seminars, Lectures", "c.Staff Development, Inservice", "d.Curriculum Development", "e.Peer Coaching/Mentorship", "f.Professional Service", "g.Leadership Experiences", "h.Diverse Educational Settings", "i.Pre-approved Travel/Work Experience", "j.National board Certification", and "z.No CEU Credit". The first option, "a.College", is currently selected and highlighted in blue.

State Requirements: Only select a requirement if the experience meets the state standard.

State Requirements

- ☐ Suicide Prevention Strategies
- ☐ Positive Behavioral Interventions
- ☐ Accommodation, Modification and Adaptation of Curriculum...etc
- ☐ Reading Preparation
- ☐ Mental Illness Awareness
- ☐ English Learners Best Practices
- ☐ Cultural Competency Training

Suicide Prevention Strategies: Activities totaling at least 1 hour which address suicide prevention best practices in understanding key warning signs of early-onset mental illness in children and adolescents.

Positive Behavior Interventions: Activities which address positive behavior intervention strategies. Not limited to specific PBIS™ trainings.

Accommodation, Modification and Adaptation of Curriculum... etc.: Activities which address accommodation, modification, adaptation of curriculum, materials, and instruction to appropriately meet the needs of varied students in achieving standards.

Reading Preparation: Activities which evidence further reading preparation. Specifically, scientifically based reading instruction, which the law identifies as: “instruction and practice in phonemic awareness, phonics and other word-recognition skills, and guided oral reading for beginning readers, as well as extensive silent

reading, vocabulary instruction, instruction in comprehension, and instruction that fosters understanding and higher-order thinking for readers of all ages and proficiency levels.”

Mental Illness Awareness: Activities which address further preparation in understanding the key warning signs of early-onset mental illnesses in children and adolescents, which may include depressed mood, excessive fears and anxieties, changes in behavior and performance, failure to develop peer relationships, impaired concentration and thinking, suicidal gestures, the potential connection to substance use, and knowledge of the next steps to be taken if such warning signs are observed.

English Learners Best Practices: Activities which evidence of work that demonstrates professional reflection and growth in best teaching practices, including among other things, practices in meeting the varied needs of English learners, from young children to adults under section 124D.59, subdivisions 2 and 2a.

Cultural Competency Training: Activities which promote self-reflection and discussion including, but not limited to the following topics: racial, cultural, and socioeconomic groups; American Indian and Alaskan native students; religion; systemic racism; gender inequity, including transgender students; sexual orientation; language diversity; and individuals with disabilities and mental health concerns.

Title/Instructor/Start Date/End Date: The Title should be the Title of the Workshop, college course, or name of the clinical student etc. Instructor is the administrator or instructor signing off that you attended or participated in the experience. Start Date and End Date are the dates that the experience occurred.

Title*

Instructor

Start Date*

End Date*

Hours Attended/CEU's Requested: Most experiences are documented as one clock hour for every hour of the experience however there are some circumstances where only a certain number of clock hours are awarded for an experience (College Coursework, Supervision of Clinical Experience or Student Teacher etc.). Each field is required.

Hours Attended*

CEU Hours Requested*

Brief Description of Experience: This is the area where you should explain if and how the state requirements are met through this experience. The description should include a specific statement of how it meets the state standard. If you are not requesting a requirement with the experience, a brief overview of the experience is sufficient.

Brief description of experience (which may include objectives-relationship to your field or how you might use this) and brief evaluation*:

Attach a File: Attaching verification is required to verify attendance and hours. You can scan a paper document into an email via the scanner/copier and then save the PDF in your inbox to upload it or you can take a picture with your phone and upload the picture to the form. Files must be in PDF or JPEG format. See below for examples of verification for each category.

Attach File (File names must be less than 50 characters)

No file chosen

Note: For Category A, 1 quarter credit = 16 clock hours, 1 semester credit = 24 clock hours.

Verification Examples:

- A. College:** Official or unofficial transcripts, must include your name and the name of the institution.
- B. Workshops, Conferences, Seminars, Lectures:** Attendance certificate or written statement from workshop sponsor, with validation of date(s) and number of hours of participation.
- C. Staff Development, In Service:** Attendance certificate or written statement of in-service sponsor, with validation of date(s) and number of hours of participation.
- D. Curriculum Development:** Written statement from an administrator of the educational unit responsible for the curriculum development, with validation of date(s) and hours of participation.
- E. Peer Coaching/Mentorship:** Certificate of completion from program director with validation of date(s) and hours of participation.
- F. Professional Service:** Written statement of local administrator or college representative responsible for the experience; Written statement from committee chairperson or representative, with validation of hours of participation; Written statement from representative of accrediting agency, with validation of date(s) and hours of participation.
- G. Leadership Experiences:** Written statement from representative of the agency identifying the organization in which the activity occurred with validation of date(s), the applicant's leadership role, and the hours of participation; Copy of the article and a summary of the experience, including number of hours and type of research used to develop new knowledge for incorporation into the article; Written statement from an official representative of the professional organization, with validation of date(s), hours and type of active leadership.

- H. Diverse Educational Setting:** Written statement from the administrator of the educational agency for which the teaching was done, with validation of hours of active student contact and a description of student characteristics in regard to being “of another age, ability, culture, or socioeconomic level” compared to the teacher’s regular assignment; Written statement from your immediate supervisor, with validation of date(s) and hours of observation.
- I. Pre-approved Travel/Work Experience:** Submit a detailed trip itinerary (including appropriate transportation, lodging, and/or trip receipts); clearly stated educational objectives for the trip; a summary report of the experiences undertaken to accomplish the objectives; and justification of how the experience contributed to improved instructional capabilities; Written statement from the employer, with validation of work hours and duties. Self-employment is to be verified by a written statement from a reputable representative of the work field in which the self-employment occurred or from copies of the applicant’s business records, with validation of number of hours/duties.