

CPE CREDITS AND CEU CREDITS ARE NOT THE SAME
REIMBURSEMENT PROCEDURES FOR CPE and CEU CREDITS

CPE Credits are ACCEPTABLE Credits for Level II and Act 48
Continuing Professional Education Courses: PDE CSPG No. 7

CPE credits are PDE-approved and are accepted by PDE to count toward Level II and in combination with credits from a state-approved degree-granting college/university.
(See also PDE: Professional Educator Certification Booklet – Level II Certification.)

CPE credits will be recorded as CPE credits in the teacher Reimbursement Register Database.
CPE credits will NOT be counted against the 12-credit reimbursement limit in contract.
CPE course registration is handled by the Curriculum Office for Act 48 credit.

***Pre-Approval Needed for CPE Course**

Prior to taking the initial class for a CPE course, a Pre-Approval for Credits form must be completed and submitted to the Director of Special Education or to the Superintendent of Vocational Education for approval.

***Reimbursement for CPE Course**

After receiving the grade, a Reimbursement for Credits form must be completed and submitted to the Director of Special Education or to the Superintendent of Vocational Education with attached supporting documents:

A copy of the signed Pre-Approval for Credits form

**A COPY of the Executive Director's letter addressed to the teacher confirming:

Verification of Course Completion

Course Number

Course Title

Dates of Course

Credits

Receipt of Payment

*See: **IU Website/Employee Links/Business Office Forms/Course Credit Forms & Procedures**

**Note: Teachers should keep all *original* letters from the Executive Director pertaining to CPE courses for their records and process *copies* of letters with reimbursement paperwork.

CEU Credits are UNACCEPTABLE Credits FOR Level II and Act 48
Continuing Education Units: PDE CSPG No. 7

CEU credits are NOT acceptable for Level II.

(See also PDE: Professional Educator Certification Booklet – Level II Certification.)

CEU credits should be submitted on a Conference, Workshop, Seminar Request Form to be approved by the Supervisor. Upon completion, CEU courses or workshops should be listed on a Travel Voucher with receipts and submitted to the Supervisor for reimbursement.

SALARY CHANGES

CPE credits are NOT acceptable and CANNOT be totaled to count for SALARY CHANGES or DEGREE CHANGES.

CEU credits are NOT acceptable and CANNOT be totaled to count for SALARY CHANGES or DEGREE CHANGES.