

**ATLANTIC UNION CONFERENCE OFFICE OF EDUCATION
 CERTIFICATE RENEWAL APPLICATION FOR NON-ACADEMIC CREDIT**

DEADLINE: All credits must be applied for within the year of the activity.

Send this signed copy to your Conference Office of Education. The Conference will forward application to the Union Office of Education.

Teacher _____ Date _____

Conference _____ School _____

Current Certification Standard Professional Administrator

Conditional and Basic Certification do not qualify for non-academic credit activities

DESCRIPTION OF ACTIVITIES REPORTED (meetings, tours, Professional Growth Books, etc). Check section 4.7 in the **Certification Requirements** manual for approved activities. **Clock Hours**

Conference/School Sponsored _____

Professional Meetings _____

Description of Education Tours _____

Total Clock Hours: _____

 Teachers Signature

 Superintendent's Signature

Number of Semester Hours approved: _____

A teacher holding a **Standard Certificate** may substitute up to six semester hours of non-academic credit activities towards the renewal of the Standard Certificate. A teacher holding a **Professional Certificate** is required to submit 6 semester credits which may be academic or non-academic credits (10 clock hours = 1 CEU and 3 CEUs = 1 semester hour). One semester hour of non-academic credit is granted for each week of an educational tour. One semester hour of credit is granted for Professional Growth Books

**REMIT IMMEDIATELY AFTER EACH ACTIVITY TO YOUR
 LOCAL CONFERENCE EDUCATION OFFICE**