

What information does a teacher have to keep to prove he/she has earned CLUs?

**CLUs in EBRPSS are divided into five groups:**

1. School wide professional development,
2. District wide professional development,
3. Regional/State wide professional development,
4. Independent professional development providers, conferences, and conventions
5. University credit (both online and face to face)

**School wide professional development**

Professional Development conducted at the school level should be entered in the Electronic Registration Online (ERO) system. One person at each school has been trained to enter this information.

**DEADLINE:** All school wide professional development must be entered no later than one month after the activity date.

**DOCUMENTATION:** Agenda and official sign in sheets should be sent to the Professional Development office.

**District wide professional development**

Professional Development conducted at the district level should be entered in the Electronic Registration Online (ERO) system. Departments responsible for hosting the event are responsible for placing the registration and event on the ERO site.

**DEADLINE:** All district wide professional development must be entered no later than one month before the activity date. Online registration must be used.

**DOCUMENTATION:** Agenda and official sign in sheets should be sent to the Professional Development office.

**Regional/State Department wide professional development**

For Professional Development conducted at the regional and statewide level, the participant is responsible for providing documentation. We will work with all regional and state providers to use ERO but until that time the sole responsibility is on the participant.

**DEADLINE:** All regional and state wide professional development documentation must be submitted no later than one month after the activity date. Any documentation received later than one month after the event will be not be entered and returned.

**DOCUMENTATION:** Certificate or letter of completion stating the title of the activity, date, and number of CLU's awarded. This documentation must be signed by the appropriate presenter or sponsor. Agendas will not be accepted as proof of attendance. Documentation not containing the information above will be not be entered and returned. The CLU Import

form on the web page should also be attached.

. **Independent national and state professional development providers, conferences, and conventions**

For Professional Development conducted by national and state professional Development providers, conferences, and conventions the participant is responsible for providing documentation.

**DEADLINE:** All independent national and state professional development providers, conferences, and conventions documentation must be submitted no later than one month after the activity date. Any documentation received later than one month after the event will be not be entered and returned.

**DOCUMENTATION:** Certificate or letter of completion stating the title of the activity, date, and number of CLU's awarded. This documentation must be signed by the appropriate presenter or sponsor. Agendas will not be accepted as proof of attendance. Documentation not containing the information above will be not be entered and returned. The CLU Import form on the web page should also be attached.

**University credit (both online and face to face)**

- **DEADLINE:** All university or online credit documentation must be submitted no later than two months after the completion of the activity. Any documentation received later than two months after the event will be not be entered and returned.
- **DOCUMENTATION:** A transcript from the awarding university or provider stating the title of the course, date, and number of university credits awarded. Documentation not containing the information above will be not be entered and returned. The CLU Import form on the web page should also be attached.