

**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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# of Days

**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**