

Continuing Professional Education (CPE) With the Texas Education Agency (TEA) and Texas A&M AgriLife Extension Service

Many County Extension Agents and Specialists are asked to provide educational training to Texas public school educators. As a result, many questions arise regarding “credit hours” for professional development for those being trained. This memorandum provides clarification to Continuing Professional Education (CPE) with the Texas Education Agency (TEA) and the Texas A&M AgriLife Extension Service.

Any training provided to public school educators by Texas A&M AgriLife Extension Service employees should use the same number for CPE accreditation. The number is: 021501. Regardless of the program type (JMG, LGEG, Take a Stand, Quality Counts, etc.), the number assigned would be #021501. In providing hours to teachers, please note that one hour of instruction is equivalent to one CPE credit. Do not include credit for a lunch hour unless instruction is given during the designated lunch time.

A new requirement is that agencies and organizations offering CPEs provide an annual report of all professional credits offered. In order for AgriLife Extension to provide this report to TEA, the following information should be prepared and submitted online at: <https://fs4.formsite.com/state4h/cpe/index.html> at the conclusion (within 30 days) of the training.

- ◇ County Extension Agent’s first and last name
- ◇ County
- ◇ Email Address of County Extension Agent
- ◇ Date of workshop/session
- ◇ Name of workshop session
- ◇ Brief description of workshop/session
- ◇ Number of participants
- ◇ Number of creditable clock hours
- ◇ Upload a list of participants



In addition, certificates for teachers should include:

- ◇ Name of teacher
- ◇ Training date
- ◇ Name of course/training (Ex: Junior Master Gardener Teacher Training)
- ◇ Number of CPEs awarded (Ex: 6 CPE awarded)
- ◇ Name and signature of Texas A&M AgriLife Extension Staff leading the training
- ◇ Texas A&M AgriLife Extension Service logo
- ◇ Texas A&M AgriLife Extension Service TEA CPE number (021501)

All AgriLife Extension employees offering CPEs should keep records on file for seven years in case there is an audit by TEA.

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.

TEXAS A&M
AGRI LIFE
EXTENSION