



# 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.

All providers are required to maintain a record of CPE activities for seven years for audit purposes. This form should be completed and filed in the county office.

County Extension Agent’s first and last name: \_\_\_\_\_

County: \_\_\_\_\_

E-mail address of County Extension Agent: \_\_\_\_\_

Date of workshop/session: \_\_\_\_\_

Name of workshop/session: \_\_\_\_\_

Brief description of workshop/session: \_\_\_\_\_

Number of creditable clock hours that count toward satisfying CPE requirements: \_\_\_\_\_

Number of participants: \_\_\_\_\_

Names of participants: \_\_\_\_\_

In addition, certificates provided for teachers should include:

- Educator’s name
- 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 personnel leading the training
- Texas A&M AgriLife Extension Service logo
- Texas A&M AgriLife Extension Service TEA CPE number (021501)