

Vocare CEU Report

School Name:

Date:

Principal Name and Email:

Principal Signature:

(Your signature verifies that all of the information contained in this document is accurate.)

Enter ONLY teachers who need CEUs and have earned credits within the VOCARE system.

Teachers who have only participated in religious formation outside of the online Vocare system should not be listed on this form.

			Column A	Column B	Column C Column A-B=C
Educator ID	Teacher Name	Signature	Vocare Credits Earned (Enter total number of credits for the year.)	Number of Credits Earned OUTSIDE of the online system that will be submitted by HOURS for CEUs in our standard CEU format. *See below.	Total VOCARE Hours (1 credit = 1 hour = 0.1 CEU)
OH1234567	Joel Smith		10	0	10 = 1.0CEU
In this sample, Joel has completed his 10 credits through taking online classes in the Vocare system. He has not "brought in" any outside courses.					
OH1483920	Mary Jones		10	2	8 = 0.8 CEU
In this sample, Mary has earned her 10 credits. 8 credits were earned through the online courses in the VOCARE system. 2 credits were brought. 1 credit from her teacher in-service day (5 hours), and one credit from a retreat she attended (4 hours). The CEUs for these will be submitted through the traditional format.					
OH2468930	Travis Brown		10	10	0
In this sample, Travis has participated in the School of Faith. He should not be on this form. School of Faith CEUs can come through the traditional format.					
OH3366890	Sherry Taylor		16	10	6 = 0.6 CEU
Sherry participated in School of Faith and also earned 6 credits by taking online courses through the Vocare system.					
OH4887225	Kristin White		14	2	12 = 1.2 CEU
Kristin completed 12 credits in the Vocare system and brought 2 into the system for a total of 14.					
*The Vocare system allows teachers to "bring in" credits for religious formation experiences that are not completed within the online system. For example: retreats, religious in-service days, etc. To allow teachers to earn the full number of CEUs for these experiences, these will be subtracted from the Vocare CEU document and teachers may submit these through the standard CEU format, allowing teachers to earn the actual number of hours/CEUs for these religious formation experiences.					