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 participated in religious formation only OUTSIDE of the online Vocare system should not be listed.

			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 Vocare Credits Earned OUTSIDE of the online system that will be submitted by HOURS for CEUs in our standard CEU format. *See below.	Total VOCARE Credits (1 credit = 1 hour = 0.1 CEU)

*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. For example, a 6-hour religious in-service may only be valued as 2 Vocare credits. In order to earn the 6 hours as CEUs, subtract these 2 credits from the Vocare total (Column A minus Column B). The remaining 8 Vocare hours will yield .8 CEUs, the in-service will yield .6 CEUs for a total of 1.4 CEUs. If the in-service credits are not subtracted out of the 10 Vocare credits, the teacher would only earn 1.0 CEUs.