

VOCARE CEU PROCESS

1. The school principal selects the date to submit the Vocare CEU Form. (The form is submitted once each year.)
2. As you complete the form, follow the directions on the form to differentiate credits earned “inside” vs credits earned “outside”.
3. Submit CEU forms for anything earned “outside” of the Vocare system using the standard CEU form used for all other CEU requests.
4. We need to have one Vocare CEU Form per school.
 - \$3.00 per teacher for group CEUs. (The usual rate.)
 - Note: No charge for 2019-20 or 2020-21
 - Name the form with your school name and date.
 - Mail to Director of Certification with check for CEUs.
 - 100 E. 8th Street, Cincinnati, OH 45202
5. WHY this form?
 - We want teachers/principals to earn the maximum number of hours/CEUs for their work.
 - We want the process of applying for CEUs to be as painless as possible for principals and teachers.
 - We need to be accurate and consistent.