

# ADMINISTRATOR TEACHING CERTIFICATE

## Renewal Requirements

Six (6) semester hours in **any combination** of the following:

- ❖ Academic upper division/post-baccalaureate or graduate credit
  - ✓ Professional education courses or courses in area(s) of endorsement
  - ✓ Submit an official academic transcript for credits earned to the Southern Union Registrar's office
  - ✓ All course must be completed within the most recent five (5) years of your current certification
- ❖ Professional Activity CEUs (30 clock hours = 1 semester hour)
  - ✓ PAC Activity Form Dates: August 1 to July 31 of each year school year
  - ✓ PAC Forms are due August 1 in the Conference Office each year or an earlier date set by the Local Conference Office of Education