

This information is also available at TheEducatorCollaborative.com/TXCPE

We are happy to provide Texas educators seeking CPE hours the opportunity to **earn while you learn with us!** We offer CPE hours during our in-school literacy consulting and through online literacy professional learning opportunities. We are permitted to provide CPE hours during all hours.

Acceptance

Registering for CPE Hour accrual with The Educator Collaborative indicates one's acceptance of these Eligibility Requirements and Terms, including all procedures, policies, expectations, and notices, described in this document. Review them carefully before registering.

Summary: Earning CPE Hours with Us

Full descriptions of each area appear later in this document.

To earn CPE hours during in-school consulting with The Educator Collaborative, any interested Texas certified Teachers or Leaders **must**:

1. **Be eligible** to accrue CPE hours, based on Texas policy and any local policies.
2. **Register on our website and maintain this registration.**
3. **Fulfill all necessary expectations and procedures** set forth by The Educator Collaborative for each activity or session. These are:
 - a. **Be employed by a school or district currently in active contract with The Educator Collaborative for the related activity(ies)/session(s).**
 - b. **Be assigned by school leaders to the activity(ies)/session(s) on the official schedule.**
 - c. **Sign-in for each activity/session.**
 - d. **Actively participate, as assessed by The Educator Collaborative staff, for the full extent of each activity/session.**
 - e. **Come prepared and follow-through with expectations between visits, as assessed by The Educator Collaborative staff.**

School Leaders:

We require the names of staff (including coaches and leaders) to appear on the official schedule during our visits in order for those members to earn CTLE hours.

Scenarios



Can accrue CPE hours with us:

Follow all of the requirements.

Dr. Smith teaches third grade at Kind Elementary School. Kind Elementary School is contracted with The Educator Collaborative for onsite consulting and Chris will be working with her school. Dr. Smith's principal sent an email to the staff, before Chris started working with the school, with a registration link from The Educator Collaborative. Dr. Smith checked the Texas Education Agency policies and knows she is required to collect CPE hours. She registered on The Educator Collaborative's website, using the link her principal sent. When Chris comes to Kind Elementary School, Dr. Smith's name is listed on the official schedule during the 3rd grade labsites and meetings. Each day Chris visits, and her name is on the schedule, she attends and signs-in with Chris. She actively participates and comes prepared. By following these steps she is not only studying literacy with her colleagues in a collaborative, rigorous, and inspiring way, she is also earning CPE hours to fulfill her Texas licensing requirement.



Cannot accrue CPE hours with us:

Not being eligible.

Dr. Smith teaches third grade in Connecticut. She cannot earn CPE hours because they are only for Texas certified educators and we only offer them for current employees of Texas schools.

Not registering with The Educator Collaborative for CPE hours.

Dr. Smith studied with Chris at her school since September, but she did not register on our website. Until she registers, she will not receive proof of those hours.. This is an important records requirement and cannot be waived.



Cannot accrue CPE hours with us (continued):

Not signing-in during each activity.

Dr. Smith attended the third grade “labsite and meeting” and the “after school workshop” led by Chris, but she only signed-in during the “labsite and meeting.” She will only accrue hours for that meeting, not the “after school workshop” on that day. To maintain requirements for fair, responsible processing: sign-in must happen in person, on the same day, with our staff.

Not actively participating.

During one visit, Dr. Smith, who usually actively participates during each session, had to take an important parent phone call at the start of the “labsite” and needed to leave the room for the rest of the period. It was very important she go and everyone recognized that. She will not accrue any hours for this “labsite” because she was not present the entire time. We recognize teaching lives are very busy, and sometimes things will take precedence. That said, we can only provide CPE hours for active participation and full attendance during an activity. We also cannot provide partial-hours. The next time Chris visited, Dr. Smith was actively participating and attended the full session, she earned CPE hours during this new visit.

School not contracted for an activity.

Dr. Smith went to a state reading conference and Chris was presenting. She will not, necessarily, accrue hours with us because her registration with us only applies to in-school consulting at her school. If, however, the state reading conference is providing CPE hours, Dr. Smith could follow their procedures to accrue hours from them. The Educator Collaborative would have no record of those hours because a different organization was offering them.

Very unlikely: Registration is revoked.

Very unlikely to happen, but, if Dr. Smith or her school created a serious breach of contract or other serious violation (for instance, forging our CPE hours certificates) and The Educator Collaborative needed to revoke the registration, then potentially all previously accrued hours would become void. This is, of course, very unlikely to happen, but we do reserve the right to pause, suspend, or revoke accrual.

Eligibility Requirements for Accruing CPE Hours Through The Educator Collaborative

Full descriptions of each area.

1. Be eligible to accrue CPE hours, based on Texas policy and any local policies.

Texas Certified Teachers and Leaders are responsible for reviewing, understanding, and adhering to all applicable Texas Education Agency policies regarding CPE eligibility. This includes all requirements for recording and storing accrued hours. In addition, though rare, local districts may have policies regarding accrual of CPE hours that may limit the time of day, activity, or provide other limitations. Individuals are responsible for following all state and local policies for eligibility. While The Educator Collaborative may provide documentation of hours as an Approved Provider, per our own requirements, the individual educator is solely responsible for ensuring eligibility based on their own unique context.

2. Register on our website and maintain this registration.

Whether earning on-site hours or online hours, interested individuals are required to complete registration for CPE Hours accrual *no later than 30 days after the date you wish to accrue CPE Hours for an activity* (e.g. register by October 1st to accrue hours starting from September 1st). Registration is necessary for each opportunity (e.g. a separate registration is required to earn hours from both in-school consulting and online courses). When a registration is paused or ended, hours will not continue to accrue. While very rare, if a registration is revoked, hours accrued during the registration period may become void.

3. Fulfill all necessary expectations and procedures set forth by The Educator Collaborative for each activity.

Prior to registration, the requirements for earning CPE hours are described and individuals must accept those requirements to participate. CPE hours are considered rigorous and active learning, earning is held to a high standard. For the purposes of in-school consulting accrual, expectations and procedures are:

a. Be employed by a school or district currently in active contract with The Educator Collaborative for the related activity(ies)/session(s).

The participant must be employed, not a contractor or volunteer, of the school or district. The school must have an active, current contract with us during time of services.

b. Be assigned by school leaders to the activity(ies)/session(s) on the official schedule.

The educator's name must appear on the official schedule, created and disseminated by the school leader(s). We would always love to have you join our learning at any time, however joining without being assigned will not accrue hours.

c. Sign-in for each activity/session.

If an educator is involved in more than one activity (e.g. a "labsite and meeting," then, later, an "after school workshop"), sign-in is required for each activity. The consultant will specify how and where to sign-in. An educator may only sign-in for oneself.

d. Actively participate, as assessed by The Educator Collaborative staff, for the full extent of each activity/session.

"Actively participate" is defined as:

- *Attendance during the entire activity.* Punctual and full attendance honors the attendance of colleagues and allows the group to learn together.
- *Focus on the activity and follow The Educator Collaborative staff's directions and tasks.* Engage in the conversation, inquiry, and tasks, without pursuing outside activities (e.g. grading papers, checking email, unrelated conversation, etc.). We recognize educator lives are busy and understand if someone needs to forgo a session's hours to prioritize other needs, however we will only grant hours for those able to actively participate.

e. Come prepared to learn, and also follow-through with expectations between visits, as assessed by The Educator Collaborative staff. This is defined as:

- *Come prepared to take-notes (e.g. bring notebook or electronic means).*
- *Bring any materials required by the official schedule and/or memos (e.g. books, classroom artifacts, conferring notes, etc.).*
- *Complete any between-session expectations (e.g. trying out a practice in one's own classroom and bringing back artifacts).*

Adhering to these requirements will accrue CPE hours. Hours for each activity/session may be accrued only in full as listed on the schedule. No partial time will be granted. Failure to adhere to these Eligibility Requirements will void CPE hours for the related activity, session, or, if applicable, the entire registration. Accrual decisions are at the discretion of The Educator Collaborative, per these requirements. All decisions are final.

A registration, and all related CPE Hours, may be revoked for breach of contract or other violation, including but not limited to, forgery, false reporting, breach of contract between the school or districts and The Educator Collaborative, and so on.

Our Policies and Procedures

How We Calculate CPE Hours

CPE Hours during in-school consulting are accrued per activity, based on the time allotted by an official schedule created and disseminated by the school or district leader(s), and only available during contact hours with The Educator Collaborative staff.

1 assigned hour equals 1 CPE Hour and for ease of reporting, accrual is rounded to 15 minute increments and reported as fractions of an hour. For example: a scheduled “after school workshop” of 42 minutes will be recorded as 0.75 hours (equal to 45 minutes); a “1-1 classroom coaching session” of 32 minutes will be recorded as 0.5 hours (equal to 30 minutes); a “labsite and meeting” of 84 minutes will be recorded as 1.5 hours (equal to 90 minutes), and so on.

How and When We Provide Certification of Accrued CPE Hours

An electronic copy of a CPE Hours Certificate will be emailed within 6-12 weeks of the end of the school year, typically between June and August. The email address provided at registration will be used to send your certificate. *Be certain to use an email address that you can check 6-12 weeks after the completion of the school year.*

Within 8 years of completion, you may email us if you require a duplicate certificate. Our records are maintained for an 8 year period, after that time records may be destroyed and no longer available.

The certificate will indicate all hours accrued, across the school year, earned during in-school consulting (note: hours accrual will begin July 16, 2024, no previous hours may be accrued). The certificate will not include hours accrued through our other professional learning opportunities, such as online courses.. You may earn hours through other opportunities as well (beginning July 16, 2024), however, those will be reported separately and will have separate certificates.

For educators requiring this Certificate earlier because of a pending license renewal with Texas, please write to us no later than 60 days prior to your renewal.

How We Handle Requests for Changes or Notice of Errors

Any requests for changes to your Certificate(s) must be received in writing (via our contact form or through email) within 60 days of certificate delivery. The Educator Collaborative has final

determination for awarding or withholding hours accrual based on the Eligibility Requirements described in this packet. Requests for changes will be reviewed internally. All decisions are final.

Terms of Document Retention, Reporting, and Data Risks

We retain CPE records for a minimum of 8 years. All information you supply during registration will remain in our database for this period. Texas Education Agency may request this information during an audit, or to verify reporting, at any time and we are required to supply it.

No data storage system is perfect. While we use care to secure your data to the best of our ability, there is always a risk for some or all of your information to be maliciously viewed or stolen by third parties. Registering with us means you understand this risk and agree to indemnify and hold harmless The Educator Collaborative, LLC, and its members, agents, owners, and staff, for any claims brought or liabilities imposed relating to or arising out of loss of your personal information or breach of our websites or database.

Should you wish to have your personal information deleted and destroyed, please write to us at Contact@TheEducatorCollaborative.com with the subject line: "CPE data removal request." Upon verification of your identity, we will void your entire file and any related CPE hours, immediately voiding your CPE hours earned through us. This means we will not be able to verify your information with the Texas Education Agency should they request it. Once deleted, we will not recreate your historical file and all data will be permanently lost. To repeat: due to reporting requirements, if you request removal of your personal data, your CPE hours earned through us will become void.

Notice of Intent to Provide CPE Hours and Limits to this Intent

CPE Hour accrual is provided as a secondary service to schools with which we partner for in-school consulting, our primary purpose is to support the professional learning and development of staff in alignment with a school's literacy goals. CPE Hour accrual is not guaranteed and no claim for a guaranteed set of hours is implied or expressly stated.