

## Requirements for Continuing Education (CE) Credits

- 1 CE credit is equivalent to 1 hour of clock time (except as noted below)
- Documentation verifying the reported number of CE credits **must** be submitted with the recertification application
- All documentation is subject to audit by the Employment Support Professional Certification Counsel (ESPCC). Additional documentation may be requested to determine compliance with the documentation requirements outlined below
- All CE activities must be directly related to Employment Support Professional content. Acceptable activities include the knowledge and skills defined by the [content outline](#) published by the ESPCC including content related to ethics and values
- Repeated CE activities/content **will not be counted** for credit within the same 3-year recertification cycle.

### *Activities Accepted for CE Credits:*

Activity	Acceptable forms of Documentation*	Maximum Allowed Credits	CE Credits
<b>Participation in an APSE conference or other state or national conference directly related to content outline</b>	Certificate of attendance/CE certificate**		1.5 days of conference participation = 10 CE credits Note: Social hours, networking times will not be counted toward CE credits
<b>Attending courses, workshops, seminars (in person or online) with content directly related to content outline</b>	Certificate of attendance/completion**		1 hour = 1 CE credit
<b>Academic courses directly related to the content outline</b>	College/university transcript		1 semester course = 10 CE credits
<b>Attending in-service training</b>	Memo or letter from the certificant's supervisor or training provider, certificate of attendance	20 credits per recertification cycle	1 hour = 1 CE credit

<b>Activity</b>	<b>Acceptable forms of Documentation*</b>	<b>Maximum Allowed Credits</b>	<b>CE Credits</b>
<b>Participation as a ESPCC item writer SME with submission of at least 10 approved exam-quality items</b>	Verification from ESPCC		1 accepted item*** = 1 CE credit
<b>Published article regarding supported employment in a peer reviewed journal</b>	Copy of published article or internet citation ****		1 article = 5 CE credits
<b>Conducting published research</b>	Copy of published research paper or internet citation*****		1 research article = 10 CE credits
<b>Teaching a seminar, in-service training, course or workshop on a topic directly related to the content outline</b>	Copy of detailed course outline with date and location of event, copy of promotional materials for the event listing the certificant as a presenter	10 credits per recertification cycle	1 hour of teaching = 1.5 CE credits
<b>Unpaid service on a local, state, national, or professional board (such as the APSE Board of Directors, APSE Foundation, or ESPCC) directly related to supported employment. A minimum of 1 year of service is required to qualify for credit.</b>	Letter or memo from the organization or the certificant's supervisor verifying participation		1 year of service = 10 credits
<b>Service as a Lead Local Proctor for a CESP exam. <i>Note: This applies to Lead Proctors only</i></b>	Letter, memo or certificate provided by the APSE National CESP Manager	10 credits per recertification cycle	1 hour of Local Proctor Training = 1 credit 3 hours of exam time = 3 credits
<b>Leadership activities such as serving on a state Commission, developing major policy initiatives, developing/implementing a new agency project</b>	Letter or memo from the organization or the certificant's supervisor verifying participation		1 year of service = 10 credits. Completion of 1 significant project = 10 credits

\* Acceptable forms of documentation that will be submitted with the recertification application are listed here as examples. Other forms of documentation that provide evidence that the activity was completed may also be acceptable.

*\*\*Documentation must include the number of hours to be counted toward CE credits. Documentation that does **not** include the number of hours will not be counted for CE credits.*

*\*\* Regardless of the number of items submitted, only the number of items accepted for use in the item bank will be counted for CE credit.*

*\*\*\* Information submitted must reflect your name as the author/co-author and date of the publication.*

*CPR, first aid, and other similar courses are often mandated by state agencies or ESP employers; however these courses are not accepted for continuing education credit.*