

# Keep Certified Continuing Education Clock Hour Submission

## Accessing the CEU Database

1. Go to <http://keepcertified.ties.k12.mn.us/>
2. Login with your *Keep Certified* login.

## Request CEUs

1. Click on the *Request CEUs* link at the top menu bar.



Fill out the online form making sure to check the *State Requirements* boxes if your clock hours meet one of the eight required areas\*. These areas will not be selected for you.

### State Requirements

- Suicide Prevention (min 1 hour after Aug 1, 2017)
- Differentiation (Accommodation, Modification, Adaption)
- Technology Integration
- Positive Behavioral Intervention
- Literacy
- Mental Health
- Reflective Statement
- English Learner Requirement

2. Attach and upload the file containing your CEU certificate or submit the hard copy to your school representative.

Attach File (File names must be less than 50 characters)

Choose File No file chosen

Note: For Category 1, 1 quarter credit = 16 clock hours, 1 semester

3. Click *Submit Request*.

4. You will be notified by the CEU committee via email regarding the acceptance or rejection of your requests on the dates in which the committee meets each year.

\* If you are an employee of Westonka Public Schools you will not be required to complete the Reflective Statement form. This will be recorded via your [EdReflect](#) annual evaluation prior to your renewal in your renewal year.

## Master Record Report

View your current CEUs and clock hours by clicking on the *Master Record Report* link in the top navigation menu. You will see all the hours that have been processed, your total hours and the State requirements that have been met.

