

Instructions to Use the New CLEE Re-Certification Application posted on the Web (effective June 1, 2006)

Welcome to the New CLEE Re-Certification Record Maintenance and Application Form.

Follow these instructions to maintain your personal record of CLEE recertification information.

1. Download the WORD format Record Maintenance and CLEE Recertification form from the CLEE Web site posted under “Re-certification Information”.
2. Save it to your personal computer as a master file of the original form.
3. Next, resave it as file on your personal computer which you name, IE *your.namerecert* information.doc. This becomes your working record maintenance and application file.
4. The form is a document that you can type information into the small shaded boxes that are preset as to length in most cases. You will not be able to modify the length of the shaded field, so be brief in the detail you need to enter. When data entry stops, you have reached the maximum length of the field. Some field are as short as 2-5 and some as long as 50-60 characters depending on the type data you need to enter.

5. Dates should be entered as mm/dd/yy.
6. You will be able to enter information, save it, recall it later to modify, add to or delete from it any information you need for your record of activities. Be sure you save it each time you exit the file to save any new information or data recorded or deleted.
7. Hitting the tab key will move your cursor from shaded box to shaded box. Cursor must be in box to input information in that box.
8. Enter the points earned in the same manner by placing the cursor in the point box and enter the point values. You will need to manually total the points in each dimension and then transfer those totals to the point summary page at the end of the document. These are not EXCEL tables so the program will not auto sum for you. Sorry!!
9. You have been provided what we think is adequate space for the number of entries you most likely will have as a maximum. If you need additional space, you will need to submit an attached page with the additional information listed.
10. You can establish a weekly or monthly or quarterly schedule to post your information, or do it on a daily basis when points are earned. This is up to you. This is just a vehicle that hopefully will allow you to maintain your re-

certification points easily and reduce the time in the end for putting your application together. It should also be a helpful tool in pacing the points needed for recertification throughout the three year cycle. YOU will still need to maintain a hard copy paper file of certificates of completion, letters, transcripts, lesson plans, etc. where you need documentation of performance.

11. When your three year recertification time comes along you will have a quick summary and one that is up to date of all your point totals by Dimension. You simply need to:

Email the form and submit documentation items with 48 hours of emailing the form,

Or

Print and Fax the application and documentation

Or

Print and Send the application and documentation by postal service.

GOOD LUCK on using the new form. Please email or call if you have questions or problems.

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