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## Instructions to Use the New CLEE Re-Certification Application posted on the Web (Effective June 1, 2006; Revised January, 2012)

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, using a name you select, IE *yournamerecertrecord.doc*. This then will become your working record maintenance and application file. You might place it on your DESKTOP so it is readily available to update.
3. The form is a document that you can type information into the small shaded areas that are preset in most cases, so be brief in the detail you need to enter.
4. Dates should be entered as **mm/dd/yy**.
5. You will be able to enter information, save it, recall it later to modify, add to, or delete from it 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.**
6. Hitting the tab key will move your cursor from shaded area to shaded area. Cursor must be in shaded area to input information.
7. Enter the points earned in the same manner by placing the cursor in the point area and enter the point values. You will need to manually total the points in each dimension and the 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!!**
8. 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.
9. 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.**
10. 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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