

Certified Law Enforcement Executive Re-certification Application Information

The principal purposes of the Certified Law Enforcement Executive (CLEE) program are the advancement of professional competence and continued professional development. To maintain certification, a CLEE must accumulate professional points and submit a completed Re-certification Application three years after the original date of certification and each re-certification. (The deadline is the third January 1st following the date appearing on the original CLEE certificate or the re-certification notification.)

The CLEE Director will notify all CLEE graduates each year of re-certification requirements and deadline dates. Professional points for re-certification must be earned during the three-year period following certification or each re-certification.

LIFETIME CLEE DESIGNATION

A Lifetime CLEE designation may be conferred upon a Certified Law Enforcement Executive who is in good standing and who is no longer in a law enforcement supervisory - policy making - CEO position. The Executive shall send a request for Lifetime CLEE designation in writing to the CLEE Board, who will consider all applications and related individual circumstances. (*Approved by the CLEE Board, September 2005*)

**EFFECTIVE IMMEDIATELY FOR RE-CERTIFICATIONS DUE
ON JANUARY 1, 2011**

All applicants due for re-certifications will be assessed a \$75 re-certification fee (\$25 per year) payable at time of application to the LAW ENFORCEMENT FOUNDATION. Approved by action of the CLEE Board, December 4, 2009 and the Law Enforcement Foundation Board in December 2009. Proceeds to be used by CLEE Board for maintaining assistance in maintenance of CLEE Program into the future.

Revised as of 7/21/2010

The CLEE Board has identified a variety of educational and leadership activities through which a CLEE can accumulate professional points. The Board will continually review professional and educational activities to identify those that in its judgment merit inclusion.

The four dimensions of the Career Index provide the pattern for the re-certification requirements. **Within the applicable three-year period, 70 out of a maximum of 140 professional points are required for re-certification.** The Re-Certification Application provides detailed information about the weighting and scoring of professional points for each of the four dimensions.

Dimension One: Experience (maximum 30 professional points)

Dimension One recognizes increased leadership responsibility since certification or re-certification. It also recognizes continuance as a CEO or, if not the CEO, continuing responsibility in a position as a policy maker or supervisor.

Dimension Two: Formal Education (maximum 35 professional points)

Dimension Two recognizes documented formal education accomplished since certification or re-certification. Formal education includes a degree received or courses successfully completed at an accredited institution.

Dimension Three: Continuing Education (maximum 40 professional points)

Dimension Three recognizes attendance at seminars or workshops designed to develop a CLEE graduate's skills, knowledge and abilities for providing leadership in law enforcement. The Re-Certification Application provides examples of topics and potential sources of seminars or workshops. A CLEE who attends the OACP Chiefs' In-service and Annual Conference each year will earn 35 points in this dimension.

Dimension Four: Professional Related Experience (maximum 35 professional points)

Dimension Four recognizes a CLEE graduate's contribution to the profession and service to the community.

RE-CERTIFICATION TIMETABLE

Next Re-certification Application Due:

CLEE	Re-Cert Application Due
I	1/1/2011
II	1/1/2011
III	1/1/2011
IV	1/1/2012
V	1/1/2013
VI	1/1/2011
VII	1/1/2012
VIII	1/1/2013
IX	1/1/2011
X	1/1/2012
XI	1/1/2013
XII	1/1/2011
XIII	1/1/2012
XIV	1/1/2013
XV	1/1/2014



OFFICE USE ONLY	
	Received
	Reviewed
	Sent to Committee
	Points Earned
	Committee Action
	Board Action

RE - CERTIFICATION APPLICATION

Please print or type

Name: _____

Title or Rank: _____ OACP Member: Yes No

Agency: _____

Office Address: _____

City: _____ State and Zip: _____

Office Telephone: () _____ Fax: () _____

E-mail Address (work): _____ County: _____

E-mail Address (home): _____

Home Address: _____

City: _____ State and Zip: _____

Home Telephone: () _____

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Proceeds to be used by CLEE Board for maintaining assistance in maintenance of CLEE Program into the future.

DIMENSION TWO: FORMAL EDUCATION

Formal education includes any degree received or courses taken from an accredited institution SINCE CLEE CERTIFICATION OR YOUR LAST CLEE RE-CERTIFICATION. For a new degree, complete the section below and submit a copy of your diploma. For college or graduate credits completed since last certification, submit a copy of your transcript. Applicant must submit accreditation information on all colleges and universities attended within the last three years including Distance Education* programs.

**“All prospective CLEE applicants and Recertification applicants should be aware that distance education programs offered by on-line colleges and universities may be accepted for CLEE credit. The CLEE Advisory Board will assess programs submitted to assure they are fully accredited by a recognized accrediting body. Programs offered from “diploma mills” will not be accepted. All distance learning credits will be reviewed by the CLEE board prior to acceptance.” Approved-May 20, 2005*

Institution:

Degree and Major:

Date Degree Conferred: (mm/dd/yy)

Accreditation Association:

FORMAL EDUCATION SCORING GUIDE

EDUCATION (a)	HOURS	X	UNIT SCORE	=	POINTS ACHIEVED	MAXIMUM POINTS ALLOWED
College credits completed			0.75 points/sem hour			6
			0.50 points/qtr hour			
Completed Associate’s degree						8
Completed Bachelor’s degree						14
Graduate credits			1.5 points/semester hour			35
			1.0 points/quarter hour			
Total Points						35

DIMENSION THREE: CONTINUING EDUCATION

Revised March 2005

Classes, workshops or seminars that address executive development, leadership, management principles or practices are worth .3 points for each hour of attendance. Courses that are specific to technical policing are not appropriate for purposes of acquiring credit for re-certification. Graduation from the: F.B.I National Academy; Northwestern Traffic Institute Staff and Command course; Police Executive Leadership College; Police Executive Research Forum Senior Management Institute for Police; or, the Southern Police Institute Administration Officers Course, since certification or your last re-certification, will meet the 40 point requirement needed for this dimension.

Attendance at the annual OACP Chief's In-Service Workshop, OACP Annual Conference, The Attorney General's Annual Conference, IACP Annual Conference, NOBLE Annual Conference, F.B.I. National Academy Re-trainers, the CALEA Regional or Annual Conferences, and the Annual PELC Re-trainer are worth 5 professional points per event per year. (See page 5c.) Attending the OACP Chiefs' In-service and Annual Conference each year since certification or your last re-certification will earn a 5-point bonus, for a total of 35 points.

It is not possible to list every class, workshop, or seminar acceptable for credit in this dimension. In determining which courses might qualify consider the types of classes and quality of instructors in CLEE. Classes dealing with administrative and management issues sponsored by IACP, OACP, OPOTA, OSHP, CALEA, Federal and State government departments and agencies, certified academies and accredited colleges and universities will be accepted.

Training not sponsored by one of the agencies or institutions listed above may be approved if the instructor is a recognized expert in the subject matter or a professional presenter, and the learner outcomes are clearly identified. (Examples of acceptable class or workshop content are on page 4.) Time permitting, the Alternative Course Specifications Approval Form (page 12), along with any supporting materials, should be forwarded to the CLEE Director before attendance for review and CLEE Board approval. If this is not practical, send the information upon completion of the class. The Certification/Re-certification Sub-committee of the CLEE Board will review the information and decide if the training is acceptable.

Readings from the approved reading list (posted on CLEE website) will be awarded one (1) point per book toward Continuing Education points. All reading must have been completed only since certification, or last re-certification. A listing of books read is all this is required. (Honor System)

Examples of Acceptable Workshop Content:

1. Accounting: governmental and not-for-profit
2. Budgeting (public) and spending decisions
3. Change: individual and organizational
4. Communication: listening, speaking, writing, meetings
5. Conflict resolution
6. Creativity: creating an innovative environment
7. Creative thinking and problem solving
8. Democratic responsiveness; citizen participation
9. Diversity and leadership
10. Disaster plan procedures
11. Ethics, values, integrity
12. Executive leadership
13. Futures forecasting and analysis
14. Grievance procedures
15. High technology applied to law enforcement
16. Human resource management, development, relations
17. Information systems and information management
18. Internal systems procedures
19. Justice system knowledge
20. Key issues and emerging trends affecting law enforcement
21. Labor relations
22. Law knowledge
23. Legal environment and legal issues
24. Legislative process knowledge
25. Management principles and theory
26. Media and public relations
27. Negotiation skills
28. Organizational bench marking
29. Organizational theory: public vs. private sector
30. Personal leadership assessment
31. Policy formulation, implementation, administration
32. Political management and strategy
33. Problem identification and research techniques
34. Research methods and data analysis
35. Resource management
36. Service delivery, accountability and performance measurement
37. Strategic planning and management
38. Strategies of policing
39. Team building
40. Time management skills
41. Trends: economic, political and social affecting law enforcement
42. Understanding the community's needs
43. Values of the organization
44. Work force in the future

Dimension Three Maximum Allowable Professional Points 40

Copies of Completion Certificates are required.

Sponsor:

Title of Program:

Type: (Select numbers from list on page 4)

Dates: Total Current Hours x 0.3 points/hour =
(mm/dd/yy-mm/dd/yy)

Sponsor:

Title of Program:

Type: (Select from list of numbers on page 4)

Dates: Total Current Hours x 0.3 points/hour =
(mm/dd/yy-mm/dd/yy)

Sponsor:

Title of Program:

Type: (Select from list of numbers on page 4)

Dates: Total Current Hours x 0.3 points/hour =
(mm/dd/yy-mm/dd/yy)

Sponsor:

Title of Program:

Type: (Select from list of numbers on page 4)

Dates: Total Current Hours x 0.3 points/hour =
(mm/dd/yy-mm/dd/yy)

Sponsor:

Title of Program:

Type: (Select from list of numbers on page 4)

Dates: Total Current Hours x 0.3 points/hour =
(mm/dd/yy-mm/dd/yy)

POINTS EARNED

Sub-total (5a) =

POINTS EARNED

Sponsor:

Title of Program:

Type: (Select from list of Numbers on Page 4)

Dates: Total Current Hours x 0.3 points/hour =
(mm/dd/yy-mm/dd/yy)

Sponsor:

Title of Program:

Type: (Select from list of numbers on page 4)

Dates: Total Current Hours x 0.3 points/hour =
(mm/dd/yy-mm/dd/yy)

Sponsor:

Title of Program:

Type: (Select from list of numbers on page 4)

Dates: Total Current Hours x 0.3 points/hour =
(mm/dd/yy-mm/dd/yy)

Sponsor:

Title of Program:

Type: (Select from list of numbers on page 4)

Dates: Total Current Hours x 0.3 points/hour =
(mm/dd/yy-mm/dd/yy)

Sub-Total 5b =

OACP Chief's In-Service Workshop* [USE DROP DOWN MENU TO SELECT YEAR]

Years Attended: 2008 2009 2010

Total Number Years: _____ X 5 points/year =

OACP Annual Conference*

Years Attended: 2008 2009 2010

Total Number Years: _____ X 5 points/year =

Attorney General's Annual Conference

Years Attended: 2008 2009 2010

Total Number Years: _____ X 5 points/year =

IACP Annual Conference

Years Attended: 2008 2009 2010

Total Number Years: _____ X 5 points/year =

NOBLE Annual Conference

Years Attended: 2008 2009 2010

Total Number Years: _____ X 5 points/year =

F.B.I. National Academy Re-trainers

Years Attended: 2008 2009 2010

Total Number Years: _____ X 5 points/year =

CALEA Regional and National Conference

Years Attended: 2008 2009 2010

Total Number Years: _____ X 5 points/year =

PELC Annual Re-trainer

Years Attended: 2008 2009 2010

Total Number Years _____ X 5 points/year =

POINTS EARNED

ATTENDANCE AT OACP CHIEFS' IN-SERVICE AND ANNUAL CONFERENCE IN 2008 & 2009 WILL BE WORTH POINTS EACH YEAR. FOR 2010, SINCE COMBINED WILL BE WORTH 5 POINTS ONLY.

Sub-total (5c)=

List the individual books read from the approved reading list. Maximum of ten permitted.

Books		Points Earned
	X 1	
	X 1	
	X 1	
	X 1	
	X 1	
	X 1	
	X 1	
	X 1	
	X 1	
	X 1	
	Total Points 5d	
Sub Total 5a		
Sub Total 5b		
Sub Total 5c		
Sub Total 5d		
Grand total 5a, 5b, 5c, 5d		

DIMENSION FOUR: PROFESSIONAL RELATED EXPERIENCE

FOUR A: Professional Service. Indicate committee assignments and positions held with professional groups such as the Ohio Association of Chiefs of Police, International Association of Chiefs of Police, National Organization of Black Law Enforcement Executives, District, Multi-jurisdictional and County associations. Include leadership and management assignments and positions held in law enforcement related organizations, including assessment team assignments for selection, promotion, management review or accreditation. Do not use acronyms for the name of the organization. If you hold more than one position concurrently in an organization in a given year, use only the highest position to determine your points. Enter dates in mm/dd/yy format.

	Points Earned	Max Points Allowed
Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year (mm/dd/yy)	█	
Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year (mm/dd/yy)		
Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year (mm/dd/yy)		
Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year (mm/dd/yy)		
Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year (mm/dd/yy)	█	

Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year (mm/dd/yy)		
Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year (mm/dd/yy)		
Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year (mm/dd/yy)		
Total Points		14

Check if supplemental pages are attached and labeled: Dimension Four A

PROFESSIONAL SERVICE SCORING GUIDE

Position	State/National	County or Multi-Jurisdictional
Officer	6 points/year	2 points/year
Board Member	5 points/year	1 points/year
Committee Chairperson	5 points/year	2 points/year
Committee Member	4 points/year	1 points/year
Assessment Team - Lead Assessor	5 points/assignment	(Maximum per application is 5 points)
Assessment Team - Member	4 points/assignment	(Maximum per application is 4 points)
CLEE Capstone Mentor/Evaluator	5 points/year	

FOUR B: Community Service. Indicate volunteer service with business or community service organizations, educational institutions or government agencies. Designate whether committee, advisory board or commission and your role as officer, board member, committee member, or member only. If you hold more than one position concurrently in an organization in a given year, use only the highest position to determine your points. Enter dates in mm/dd/yy format.

	Points Earned	Max Points Allowed
Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year <i>(mm/dd/yy)</i>	█	
Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year <i>(mm/dd/yy)</i>		
Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year <i>(mm/dd/yy)</i>		
Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year <i>(mm/dd/yy)</i>		
Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year <i>(mm/dd/yy)</i>		
Organization:	█	

Committee or Board: Position Held: Date Fr: To: Years X points/Year (mm/dd/yy)		
Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year (mm/dd/yy)		
Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year (mm/dd/yy)		
Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year (mm/dd/yy)		
Organization: Committee or Board: Position Held: Date Fr: To: Years X points/Year (mm/dd/yy)		
Total Points		14

Check if supplemental pages are attached and labeled: Dimension Four B

Community Service Scoring Guide

Officer	=	3 points per year
Board Member	=	2 points per year
Committee Chairperson	=	3 points per year
Committee Member	=	2 points per year
Member Only	=	1 points per year

FOUR C: Scheduled Speaker. Indicate topics you presented to an assembled audience, or on radio or television relevant to law enforcement. Indicate if you were the single speaker, a panel participant, or moderator, and whether it is a repeat session.

	Points Earned	Maximum Points Allowed
<p>Sponsor:</p> <p>Subject:</p> <p>Location:</p> <p><input type="checkbox"/> Single Speaker <input type="checkbox"/> Panel Participant <input type="checkbox"/> Moderator <input type="checkbox"/> Repeat session</p> <p>Date: Hours X Points /Hour =</p> <p><i>(mm/dd/yy)</i></p>		
<p>Sponsor:</p> <p>Subject:</p> <p>Location:</p> <p><input type="checkbox"/> Single Speaker <input type="checkbox"/> Panel Participant <input type="checkbox"/> Moderator <input type="checkbox"/> Repeat session</p> <p>Date: Hours X Points /Hour =</p> <p><i>(mm/dd/yy)</i></p>		
<p>Sponsor:</p> <p>Subject:</p> <p>Location:</p> <p><input type="checkbox"/> Single Speaker <input type="checkbox"/> Panel Participant <input type="checkbox"/> Moderator <input type="checkbox"/> Repeat session</p> <p>Date: Hours X Points /Hour =</p> <p><i>(mm/dd/yy)</i></p>		
<p>Sponsor:</p> <p>Subject:</p> <p>Location:</p> <p><input type="checkbox"/> Single Speaker <input type="checkbox"/> Panel Participant <input type="checkbox"/> Moderator <input type="checkbox"/> Repeat session</p>		

Date: $\text{Hours} \times \text{Points /Hour} =$ (mm/dd/yy)		
Sponsor: Subject: Location: <input type="checkbox"/> Single Speaker <input type="checkbox"/> Panel Participant <input type="checkbox"/> Moderator <input type="checkbox"/> Repeat session Date: $\text{Hours} \times \text{Points /Hour} =$ (mm/dd/yy)		
Sponsor: Subject: Location: <input type="checkbox"/> Single Speaker <input type="checkbox"/> Panel Participant <input type="checkbox"/> Moderator <input type="checkbox"/> Repeat session Date: $\text{Hours} \times \text{Points /Hour} =$ (mm/dd/yy)		
Total Points		8

Check if supplemental pages are attached and labeled: Dimension Four C

SCHEDULED SPEAKER SCORING GUIDE

- 3- points per hour for single speaker
- 2- points per hour for moderator
- 1- point per hour for panel participant
- 1- point per hour for repeat session

Revised as of 7/21/2010

FOUR D: Articles Published. Indicate articles written and published in journals, magazines or newspapers on leadership, management or related law enforcement topics. Attach a copy of the article.

	Points Earned	Maximum Points Allowed
Title: Publication: Date: 1 X points = (mm/dd/yy)		
Title: Publication: Date: 1 X points = (mm/dd/yy)		
Title: Publication: Date: 1 X points = (mm/dd/yy)		
Title: Publication: Date: 1 X points = (mm/dd/yy)		
Total Points		8

Check if supplemental pages are attached and labeled: Dimension Four D

ARTICLES PUBLISHED SCORING GUIDE

2 - points per article
 6 - points per book chapter

FOUR E: Scheduled Instructor. Indicate courses or programs you have taught on law enforcement leadership, management, or related law enforcement topics. Points may also be awarded for other types of instruction. If you wish to have other types of instruction considered, include an explanation of how it relates to or benefits the law enforcement profession. A copy of each course outline must be attached. Points are earned for actual hours of instruction, not for preparation time.

	Points Earned	Maximum Points Allowed
Instruction: Title of Program or Course: Number of Contact Hours X 2 points/ hour = Date: (mm/dd/yy)		
Instruction: Title of Program or Course: Number of Contact Hours X 2 points/ hour = Date: (mm/dd/yy)		
Instruction: Title of Program or Course: Number of Contact Hours X 2 points/ hour = Date: (mm/dd/yy)		
Instruction: Title of Program or Course: Number of Contact Hours X 2 points/ hour = Date: (mm/dd/yy)		
Instruction: Title of Program or Course: Number of Contact Hours X 2 points/ hour = Date: (mm/dd/yy)		
Total Points		8

Check if supplemental pages are attached and labeled: Dimension Four E

FOUR F: Honors Received. Indicate honors or awards received/presented to you personally since CLEE certification or your last re-certification. Include achievements through law enforcement or allied associations.

	Points Earned	Maximum Points Allowed
Nature of Honor Received: Organization: Date: 1 X 1 point = (mm/dd/yy)		
Nature of Honor Received: Organization: Date: 1 X 1 point = (mm/dd/yy)		
Nature of Honor Received: Organization: Date: 1 X 1 point = (mm/dd/yy)		
Nature of Honor Received: Organization: Date: 1 X 1 point = (mm/dd/yy)		
Nature of Honor Received: Organization: Date: 1 X 1 point = (mm/dd/yy)		
Total Points		2

Check if supplemental pages are attached and labeled: Dimension Four F

Four G: Health and Wellness— One point will be awarded for each area, with a maximum of 3 points accumulated in a 3 year period. Verification of the above will be in written form, and submitted to CLEE staff. Approved, Feb 16, 2007

	Points Earned	Maximum Points Allowed
<i>a. Individually</i> – passing the defined OPOTA standards, based upon age and gender – stressing a CLEE quality, of Leading by Example		1
<i>b. Department Policy</i> – if your department as a physical fitness/wellness program within your department where the defined OPOTA standards are measured and you participate in the department program relating to the three measured physical fitness standards as defined by OPOTA – stressing a CLEE quality, Organizational Leadership		1
<i>c. Law Enforcement Profession</i> - Active participation in a Law Enforcement Special Olympic Torch Run event – stressing a CLEE quality – active participation in Professional Law Enforcement Functions		1
TOTAL POINTS		3

Check payable to Law Enforcement Foundation for \$75 is attached.

(For Electronic Submission) Check payable to Law Enforcement Foundation for \$75 is being sent separately via US Mail.

I do hereby certify that the information submitted on this application for CLEE Re-certification is true and correct in all material aspects. I understand that intentional misrepresentation of information provided on this application can result in loss of the CLEE designation.

Signature:

Date:

CHECKLIST

Have you checked your application for the following?

1. All applicable information is complete and accurate.
2. Signature and date is on the application. If submitting by email, your submission will serve as your electronic signature, thereby agreeing that all information is true and accurate and you agree with the signature statement on the application form.
3. Required Documentation:
 - Dimension Two----Transcripts of completed higher education or diploma copy of degree earned since last recertification (last three years only).

 - Dimension Three----Copies of certificates of completion for all continuing education listed in the last three years.

 - Dimension Four---- Section D Published Articles.--- Copies of the article clearly showing the publication name and date of publication.

 - Dimension Four-----Section E Instruction. Attach copies of the course outline taught.

 - Dimension Four-----Section F, Honors. Copies of letters, certificates, etc.
4. Re-Certification Point Summary Sheet.
5. If submitting by US Post Office or **FAX (614-761-9509)**, include all supporting documentation correctly labeled by Dimension.
6. Check for \$75 Recertification fee is attached or being sent separately.
7. If submitting by email, you must submit the documentation listed above within **48 hours** of the email submission of the application for recertification to:
 - Dr. Ray Miller
 - Program Director, CLEE
 - 6277 Riverside Dr., Ste. 2N
 - Dublin, OH 43017

RE-CERTIFICATION APPLICATION PROFESSIONAL POINT SUMMARY CERTIFIED LAW ENFORCEMENT EXECUTIVE RE-CERTIFICATION

Name:	Self-Points Earned	Maximum Points Allowed	Minimum Points Required	CLEE Board Points Awarded
Dimension One: Experience				
As CEO		30		
Or, In Policy Maker Position		25		
Or, In Supervision Position		20		
<i>Maximum Dimension One Points</i>		30		
Dimension Two: Formal Education				
College Credits		6		
Completed Associate's Degree		8		
Completed Bachelor's Degree		14		
Graduate Credits		35		
<i>Maximum Dimension Two Points</i>		35		
Dimension Three: Continuing Education				
See pages 3 through 5d		40		
<i>Maximum Dimension Three Points</i>		40		
Dimension Four: Professional Related Experience				
Four A: Professional Service		14		
Four B: Community Service		14		
Four C: Scheduled Speaker		8		
Four D: Articles Published		8		
Four E: Scheduled Instructor		8		
Four F: Honors Received		2		
Four G: Health and Wellness		3		
<i>Maximum Dimension Four Points</i>		35		
Total Points		140	70	

****PLEASE INCLUDE THIS FORM WITH YOUR RE-CERTIFICATION APPLICATION**

CLEE
Continuing Education for Re-certification
Alternative Course Specifications
Approval Form

Member Name: _____

Course Title: _____

Course Dates: _____ **# of Hours:** _____

Student Performance Objectives Please list or attach the objectives the course will meet upon completion.

Subject Matter Expert Please provide below or attach instructor's credentials (i.e., education, years of service, etc.)

Certified Registered Academy: _____

Course Contact Name: _____

Phone # _____

CLEE BOARD USE ONLY

	Course is Relevant
	Course Meets Appropriate Objectives
	Instructor Holds Acceptable Credentials
	Course Completed During Applicable Re-certification Dates
	Meets Curriculum Requirements
	Does Not Meet Curriculum Requirements