



Dear Career and Technical Education Instructor,

Colorado Career and Technical Education and the Colorado Community College System are offering an opportunity for you to receive continuing education credit through Colorado State University for involvement in professional development workshops, CACTE, ACTE, and other activities. You can receive credit by participating in your specific content area and for participation in activities related common CTE events from July 5, 2016 to July 4, 2017.

In order for you to receive credit, there are several steps you need to complete:

1. To receive 2016-2017 credit, complete the CSU registration form (keep a copy for your records). Mail the registration form and your method of payment to CSU no later than **July 4, 2017**.

Mail the CSU registration form with your payment to:

Colorado State University Online
Division of Continuing Education
1040 Campus Delivery/Drake Hall
Fort Collins, CO 80523-1040

Please DO NOT send the registration form or payment until June 15, 2017.

2. As you complete professional development activities, fill out the checklist forms (CTE Common and/or Content Specific) and prepare the necessary documentation and assignments.
 - Return the form and documentation to your CTE Program Director by **July 17, 2017** for credit.
 - If you have other activities not listed on the form, contact your CTE Program Director by phone or email.
 - ***The dates of submission are firm and extensions will not be permitted.***
3. Your specific CTE Program Director will approve your course work.
 - Each 15 hours of professional development will result in 1 continuing education credit.
 - If you earn less than 15 hours, you may not apply for credit.
 - You may earn up to a total of 5 credits, each credit costs \$59.
 - Example: If you have documented 45 hours of professional development activities and it is approved, you will earn 3 credits at a cost of \$177.00.
 - Grades will be submitted to CSU by August 1, 2017. You will be able to obtain a current transcript with your grade/credits from CSU after this date (date of transcription is determined by CSU).

Thank You,

Colorado Career and Technical Education