

# Continuing Education (CE) Checklist

## Is your organization planning to present its own continuing education?

Here is a checklist to help you get started:

- Will the training be obtained through a state agency, college or university, or a professional education organization?
- Will the training improve driver education teaching competency?
- Is the training for the purpose of enhancing instructional knowledge and skills in support of teaching driver education best practices?
- Will you provide the following to each participant? (This documentation must be maintained in each participant's professional development file.)
  - o Agenda
  - o Objectives
  - o Time schedule
  - o Completion certificate

If you answered yes to every question, your training qualifies for CE.

**Note:** Only the portions of the workshop that meet all criteria qualify for continuing education. Breaks, introductions, and segments that fall outside this criteria do not count toward continuing education hours.

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### Q & A:

**1. Am I required to get prior approval from the state?**

**A:** No. You are not required to have your training pre-approved. However, we would be glad to review your materials upon your request, and we highly recommend this if you are in any way unsure whether the training will qualify for CE.

Exception: If you are planning an on-line training opportunity, the Division requires pre-approval.

**2. My organization holds monthly meetings to coordinate teaching schedules. Do these meetings qualify for continuing education?**

**A:** No. Time spent coordinating teacher schedules does not improve DE teaching competency, nor does it enhance instructional knowledge and skills.

**3. Can I, as an individual, provide a workshop that qualifies for DE?**

**A:** Yes, if you are invited or hired to do the training through a state agency, college or university, or a professional education organization.

**4. Where can I find more information about continuing education?**

**A:** See Oregon's driver education website: <http://www.oregon.gov/ODOT/TS/de.shtml>. Look under *Instructor Info and Resources*; click on *Continuing Education Fact Sheet*.