

## **Moving from Qualified to Certified in the middle of your cycle**

If you are planning to renew your credentials early, before the credential expiration date as indicated on your determination letter, moving from qualified to certified, you must still provide the required CEU hours on a proportional basis.

**Moving from qualified to certified before expiration date: The hours are calculated as follows:**

**The total number of CEUs needed is 24 CEUs; 6 skills, 6 ethics, and 12 other accepted topics.** Dividing the 24 CEUs by 4 years:

**1 year** before your expiration date= **18 CEUs needed**

**2 years** before your expiration date= **12 CEUs needed**

**3 years** before your expiration date= **6 CEUs needed**