

KeepCertified CEU Records

Reviewing Your Current License Status

- Under **License Summary**, you will see your **Renewal Year** displayed ----->
- Under **CEU Summary**, you will see your **Total CEUs**----->
 TIP: Your CEUs must come from at least two (2) different categories.
- Under **Required Areas**, each requirement must have one (1) or more hours ->

Requesting Additional CEUs

After attending a workshop, conference, or other CEU opportunity, request a CEU approval by following the steps below. All CEU requests must be submitted online.

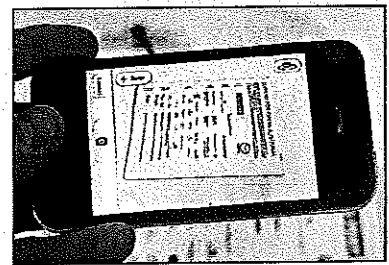
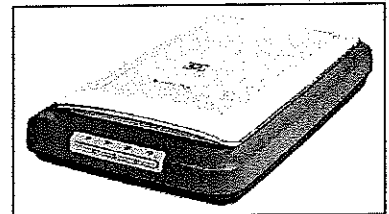
- Log into KeepCertified from the **NP Staff Resources** tab
- From the top KeepCertified menu, click the **Request CEUs** tab
- Complete **all** of the fields on the form: CEU Category, State Requirements, etc.
- You must attach an electronic file of your CEU certificate (PDF or image file)
 TIP: The two easiest methods for creating an electronic file are:
 - Scan** the certificate as a PDF... save the PDF----->
 - If you have a **SmartPhone**, to take a picture of the certificate... email the picture file to your school email address... save the JPG file ----->
- Click the button to locate the PDF or JPG certificate file
- Click the button to submit your CEU request for approval
 TIP: A message at the top of the form will indicate if submitted successfully.
- Click the **Home** tab to review your current license status
- Under **Pending CEU Requests**, you will see the request you just submitted -->
- Click the **Master Record Report** tab to review all previously approved CEUs

Note: Each building has a Continuing Education (CE) representative. The CE committee meets 3-4 times each school year. All CEU requests are reviewed by the committee for approval. Please direct any CEU questions to your building's CE representative. If you have technology questions related to KeepCertified, contact Shawn Brandt (sbrandt@np.k12.mn.us) for support.

License Summary	
License	Renewal Year
TEACHING	2018

CEU Summary	
Category	CEUs
c.) Staff Development, Inservice	14
Total CEUs:	14

Required Areas	
Requirement	Hours
Differentiation (Accommodation, Modification, Adaption)	0
Technology Integration	8
Positive Behavioral Intervention	0
Literacy	0
Mental Health	3
Reflective Statement	0



Pending CEU Requests	
Course Title	Date
MN CC Coaches Clinic	11/19

Master Record De	
At least 125 clock hours from among	
Category	
a. College	