



Empowering Teachers,  
Unlocking Student Literacy

#### 2025 Board of Directors

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## OG-CT and OG-CTT IMSLEC Teacher Renewal

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Year of OG-CT/CTT Approval: \_\_\_\_\_

### Teacher certificate renewal requirements

- 30 hours of continuing education needed every 3 years
- CEUs must be IMSLEC- approved and fall into the following categories:

#### CEU Categories: (see IMSLEC CEU Policies and Procedures for explicit requirements)

- A. University Graduate Level Course (20 hours maximum, transcript needed)
- B. Activities sponsored by IMSLEC-accredited training course (conferences, classes)
- C. Development of a Presentation
- D. Webinars, website, DVD or CD (attach Webinar Form and Reaction Form)
- E. Journal Articles (10 hours maximum; attach Journal Form and Reaction Form)
- F. Books (10 hours maximum; attach Book Form and Reaction Form)

Please complete a summary of your CEUs on the following page and submit this form to [IMSLEC coordinator](#) by May 1st of your renewal year. You do not need to submit any additional documentation with this form. HOWEVER, keep all documentation and records in your own personal file in the event of an audit. If you are chosen for an audit, you will be asked to submit all documents verifying proof of CEU's to the OGMN/ IMSLEC Continuing Education Committee. When your renewal application is approved, you will be sent a confirmation email. Upon receipt of dues paid, you will receive your new certificate.

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