

P.A.R.A. Childcare Training CEU Submission Form

PLEASE NOTE THE FOLLOWING:

1. This document (filled out completely), and payment in the correct amount must be included with your tests. Failure to include either or both of these items will result in your tests being discarded.
2. Do NOT send copies of your certificates or your original tests. Please remember to mail only COPIES of your tests. Thank you! ☺
3. Tests are accepted only by mail.
P.A.R.A.'s mailing address: 527 Carriage Trail, Montgomery TX, 77316
4. This CEU submission form may only be used for ONE person. If there are several staff members from one facility in need of CEU's, each person must submit their tests with a CEU Submission Form that contains their information as well as CEU payment.
5. As noted clearly on our website, the CEU credits offered by P.A.R.A. Childcare Training are NOT college transferrable but rather used as applicable and accepted in the field of early childhood education for credential renewals such as a CDA, CCP or director license given by Childcare Licensing.
6. The standard conversion for CEU credit is 10 to 1. Ten clock hours earned equate to 1 CEU when earning both clock hours and CEU credit
7. Upon receipt, and if all required information and payment has been included, P.A.R.A. will hand grade your tests. Test scores of 80% or higher will be awarded CEU credit and CEU certificates will be mailed to the mailing address you have provided. If you have a test score of less than 80%, you will be notified by email and given an additional opportunity to resubmit your test at no additional charge.
PLEASE REMEMBER: For CEU completion to be recognized, you MUST attach your CEU certificate to your original clock hour certificate AND your original test.
8. If you have questions or concerns regarding your CEU submission form, please email them to Amy Moore at: amoore@paracct.com, with CEU Submission Form noted on the email subject line.

P.A.R.A. Childcare Training CEU Submission Form

Name: _____

Mailing Address: _____

Email: _____

Phone: _____

Preschool Name: _____

Number of Tests Submitted: _____

ORIGINAL PURCHASE INFORMATION:

NOTE: You must include this information to ensure accountability and validity of the CEU credit requested. This is also required to help maintain the high standard of the credential that the CEU may be used to renew. By taking the necessary steps to document and keep records on file, P.A.R.A. Childcare Training is able to show that the tests submitted were utilized in a one to one training ratio as required, and not copied or used multiple times.

Original purchase information:

1. Purchase date
2. Items purchased
3. Purchase total
4. HOW did you pay? (by MAIL...check, money order. ONLINE...through the website, or the DAY OF TRAINING....in a workshop, with check, money order, cash, or credit / debit.)

COST: Be careful to calculate your total accurately.

1 Test - \$5

2 to 5 Tests - \$10

6 to 15 Tests - \$15

16 or more Tests – Base price of \$15 for the first 15 tests, then add \$3 PER additional test.

Payment Total: _____