



CALDWELL COUNTY SCHOOLS  
CERTIFICATION RENEWAL APPLICATION

(Application for approval to enroll in a certificate renewal course or activity)

NAME \_\_\_\_\_ DATE \_\_\_\_\_

TYPE OF CERTIFICATE \_\_\_\_\_

PRESENT TEACHING ASSIGNMENT \_\_\_\_\_ SCHOOL \_\_\_\_\_

COURSE REQUESTED \_\_\_\_\_

WHERE OFFERED \_\_\_\_\_

NOTE: Upon completion of the approved course or activity, the applicant shall furnish the Personnel Office with either a certified completion statement of credit, a grade report or a transcript. If the course or activity is sponsored by the Caldwell County Schools, the coordinator of the course or activity will be responsible for submitting a list of teachers who have completed the course or activity to the Personnel Office

OFFICE USE ONLY

ENROLLMENT APPROVED Yes \_\_\_\_\_ Unit(s) credit to be earned \_\_\_\_\_  
No \_\_\_\_\_

If no, reasons for not approving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_  
Associate Superintendent

NOTE: Please submit some form of verification to the Personnel office showing the units of credit you have received by taking this course.

COPY: Teacher

DUPLICATE: Office