



NE BOCES Recertification Credits Protocol

Classes offered through NE BOCES:

Option 1: Classes/Training is provided for NJC Credit

- Form(s) must be completed by attendee
 - Registration Form (credit is received)
 - Reapply Form (if no class within 1 year - reapply)
 - Apply Form (if no class taken at NJC - link provided online to apply)

Option 2: Certificate issued for recertification hours

- When Class/Training is complete Lori issues a certificate to the teacher via email

Step 1 – Check NJC site for credits, print or request official transcripts

Step 2 – Check email for certificate sent via Lori Thompson

BOCES Policy: BOCES will search for credit requests if requested within the last 2 calendar years. (e.g. current school year and prior year) BOCES will provide a certificate for recertification hours if credit paperwork is missing within the same two calendar years. (e.g. no credits issued at NJC because paperwork was not submitted)

Options for support:

- NJC Additional paperwork request
 - Email sent to attendee
 - CC sent to Lori Thompson
 - If a pre-registration request is offered, Lori will check with Ronda Bowey prior to the class/training to determine which attendees need additional forms.
- Additional contact option within your school to archive records