

DENVER PUBLIC SCHOOLS
CAREER AND TECHNOLOGY EDUCATION
MEMORANDUM

TO: Karen Ellis, Director

FROM: _____ DATE: _____

SCHOOL OR INSTRUCTIONAL PROGRAM _____

SUBJECT: Approval of Classes/Activities for Renewal of Vocational Credential
IMPORTANT: Renewal Requirements specified on your current credential must be approved and fulfilled PRIOR to the expiration date!

All vocational education (VE prefix) and elective courses, seminars, workshops, and work experiences require PRIOR approval.

I would like to take:

COURSE INFORMATION

Title _____

Dates Offered _____ Completion Date _____

Number of Credit Hours _____ Course No. _____

University/College _____

SEMINARS, WORKSHOPS, WORK EXPERIENCE:

Dates of Experience _____ Number of Hours _____

The above will address my Goals and Objectives in the following manner:

If you approve the above activities, please sign in the spaces below:

Date: _____ Approved _____

The above will NOT be approved for Vocational Credential Renewal. _____

Please note: This course may or may not be accepted for recertification by the Colorado Department of Education for Type A, B, C, D, or E Certificates.