

OACA EDUCATION CERTIFICATION SELF-TRACKING TOOL

Attached is a matrix you may use to track applicable credit hours you have accumulated in the various program categories. This will assist you to see where you are lacking credit hours and need to focus your attention, either during or outside of OACA conferences. It will also indicate when you may have enough credit hours to apply for one of the certification levels.

This tool is for your use only. It is your responsibility to submit documentation of the classes you have attended along with your application for certification. Documentation for OACA conferences will be the certification log sheet, initialed by Board members to confirm your attendance at particular sessions. The educational categories and credit hours for each session have been predetermined and are listed on each log sheet. Documentation for classes or conferences attended outside of OACA may be in the form of a grade transcript or a signed statement of an instructor. In addition, descriptive information about the topics covered in the training (e.g. a brochure or session description, hand-outs) will assist the Board in determining which educational category the training best fits. One OACA Director is assigned the responsibility to compile and categorize the credit hours submitted, and it is the Education Committee's responsibility to determine eligibility for certification.

In Fall 2000 the OACA Education Certification Program was simplified and changed from a credit to a credit hour basis. In order to convert old credits to credit hours, multiply by 6 (e.g. one credit equals six credit hours, $\frac{1}{2}$ credit equals three credit hours, etc.).

If you have any questions, please contact the Education Vice President or another Board member.