

CAP Local Portfolio: Skill Set Hours

<i>Option</i>	<i>Number of Hours Assignments</i>	<i>Verification Required</i>
College Credit	10 skill set hours per credit hour: 1 credit=10 skill set hour 2 credit=20 skill set hours 3 credit=30 skill set hours	Official Transcript (minimum grade expectancy= B) and Course Syllabus
Teaching a college course	10 skill set hours per credit hour: 1 credit=10 skill set hours 2 credit=20 skill set hours 3 credit=30 skill set hours	Copy of Employment letter/Contract from University And syllabus
Professional Development Activity	To be counted toward CAP, the activity must be a minimum of 10 hours in length and from the same skill set area. 1 contact hour = 1skill set hour.	Certificate of completion/attendance. Or Letter of points awarded Or ERO Certificate
Leading a Professional Development Activity	To be counted toward CAP, the activity must be a minimum of 10 hours in length and from the same skill set area. 1 contact hour = 1skill set hour.	Letter or certificate from the sponsoring agency Workshop outline/agenda
Publication of Article	15 skill set hours per published narrative, article or report.	Copy of the published article and Publisher's letter of publication date
Publication of Book	30 skill set hours per book	Copy of the published book. or Copyright for the completed work in the field of theatre, fine arts or music. or Copyright for instructional program.

- In order for a professional development to count towards CAP it must be a minimum of 10 seat hours.
- Do not rely solely on the class designations in ERO as some are incorrectly coded as CAP credits.
- If you have questions about what is eligible please contact Nancy Routson in the Professional Learning Office.