

# CEU GUIDELINES

All learning experiences for which CEUs are awarded should enrich or improve the skills, knowledge and abilities of educators **to improve student learning**.

Professional development activities should provide **information, strategies or applications** (e.g., materials, curriculum designs, instructional strategies) designed to enhance the capabilities of educators to **improve** student learning.

## 1. Eligible Activities for CEUs:

**Workshops and Seminars:** eligible for CEUs only if there are opportunities for participants to **learn and investigate, experiment, consult or evaluate practices which promote student learning**.

**Activities Involving Application of Learning in School-based Setting:**

Activities eligible for CEUs which meet the criteria of **enhancing the ability of educators to increase student learning** e.g., action research, study teams, curriculum development, teacher visitations, problem-solving groups, extended curriculum-based learning, school-wide improvement initiatives, and professional development activities which meet the criteria of **enhancing the ability of educators to increase student learning**.

**Service in A Specified State Roles:**

Such as BEST Assessor, BEST Mentor, BEST Cooperating Teacher, BEST Portfolio Scorer, BEST Seminar Leader, BEST trainer. First time participants receive CEUs from the State Department of Education.

**Graduate Courses:**

Graduate level (or above) courses taken from an approved College or University directly applicable to current endorsement or toward earning an additional endorsement. One graduate credit = 1.5 CEUs. No form (certificate) given by district rather transcript would be submitted to State Department of Education by individual if audited.

## 2. Documentation and Calculation of CEUs:

The documentation of CEUs is based on the amount of time spent on learning activities which **enhances teacher competence and ability and leads to greater student learning**. The calculation of this time spent on learning should only include the actual time devoted to learning either in a formal setting or through activities involving the collaboration of educators, committees, or study teams. One hour = 0.1 CEU

# CEU GUIDELINES

## Calculation of CEUs (continued):

### Presenters/Trainers:

#### *First training event:*

- Actual clock hours of institute/seminar/sessions, plus six hours of planning to account for workshop preparation and demonstration;

#### *Second training event:*

- Actual clock hours of institute/seminar/sessions, plus two hours of planning to account for refinement and revision of the learning activity.

### Participants in the State Service Roles:

- 0.4 CEUs each for the first two CCI assessments completed by a CCI Assessor following both initial training and update training
- 1.6 CEUs for the first placement event for BEST Mentors or support team leaders following both initial training and update training
- 1.0 CEUs for first placement event for Cooperating Teachers following both initial training and update training
- 1.0 CEUs for first BEST portfolio scorer event following both initial training and update training
- 1.0 for first BEST seminar leader workshop
- 1.0 CEUs for the first Higher Education Visiting Team Assessment following initial training

### **3. CEU Equivalents**

A planned continuing education experience directly related to improving student learning, which meets the requirements of these guidelines, for which CEU credit is not otherwise available. CEU equivalents are granted for activities other than those listed above and eligible activities include **planned continuing learning experiences related to student learning** as well as **service in specific roles**, examples of which include presenters/trainers, peer coaches, facilitators of district learning activities, curriculum development, workshop/conference attendance by non-CEU provider, study groups or independent study.