



## CONTINUING EDUCATION CREDIT CRITERIA AND GUIDELINES

The following criteria and guidelines apply to Continuing Education Units (CEUs) for participation in professional activities by education personnel in the Pacific Union Conference. Formula: Twenty (20) clock hours is equivalent to one (1) quarter hour of credit.

1. Satisfactory involvement in professional activities shall be verified by the conference office of education on the approved form.
2. The report of involvement in professional activities is to be submitted to the conference office of education annually on the approved form. In special circumstances, an activity for which CEU credit is desired may be granted for the previous school year.
3. Continuing Education Units are not applicable for the renewal of the Conditional or Basic Certificate.
4. Continuing Education Units may be applied to renewal of the Standard, Professional, and Administrator Certificates as follows:
  - a. Renewal of the Standard Certificate requires fifteen (15) quarter hours which a minimum of six (6) quarter hours of academic credit must be earned in an accredited institution.
  - b. Renewal of the Professional Certificate requires nine (9) quarter hours which may be earned with academic credits or approved Continuing Education Units.
  - c. Renewal of the Administrator Certificate requires nine (9) quarter hours which may be earned with either academic credits or approved Continuing Education Units.
5. Professional activities submitted for credit are to contribute directly to professional growth and enhance the employee's professional skills or expertise. These include but are not necessarily limited to the following:
  - a. Professional Growth Reading Certificate: Thirty (30) clock hours of professional activity credit. No partial credit allowed.
  - b. Education tours: Prior approval must be received for a tour which Continuing Education Credit is desired. Thirty (30) clock hours per year are allowed.
  - c. Professional reading (0.1 CEU per 50 pages), webinars, viewing videos, and/or listening to podcasts. A total of 30 clock hours may be granted per year subject to the following:
    1. Prior approval for the activity shall be received from the superintendent of schools or designee.
    2. The content of the activity must be based on current educational related topics of research in education.
  - d. School-sponsored in-service activities or special programs under the auspices of the principal.
  - e. Union and/or local conference sponsored activities. The number of hours allowed for the activity will be designated by the sponsoring organization.\*
  - f. Continuing education courses: Any course that is taken for non-academic credit can be applied towards renewal hours upon receipt of a certificate of completion. Conditional and Basic certificate holders are not eligible to earn CEU hours. Standard certificate holders cannot earn more than 12 CEUs (120 clock hours) per renewal. (See NAD Certification Manual, pg. 33-34 for more information)
6. Supervision of student teachers (up to 100 clock hours of credit per renewal).
  - a. Classroom teachers who supervise one (1) or more methods students may be granted 20 clock hours credit for each quarter that they supervise.
  - b. Classroom teachers who supervise a student teacher may be granted 40 clock hours of credit per quarter.
  - c. Classroom teachers who supervise a student for pre-week observations may be granted 20 clock hours per week.
  - d. The above credits shall be limited to a total of 100 clock hours of credit per certificate renewal.
7. Approved miscellaneous activities. (Clock hours are approved by the conference office of education personnel)
  - a. Teaching higher education courses. Equivalent hours granted in clock hours. [Example: A two quarter hour course would equal 40 clock hours.]
  - b. Conference and/or union approved committees, i.e. Board of Education, Executive Committee.
  - c. Conference mentor teacher program. (20 clock hours per year)
  - d. Submission of articles for CIRCLE, etc. (See NAD Certification Manual, page 35 for CEU value.)
  - e. College/University publication workshop.
  - f. Developing an approved Dual Credit course (one time only; 20 clock hours).
8. The following do not qualify for Continuing Education Credit:
  - a. Classes, workshops and/or seminars for which academic credit is received.
  - b. Any activities which arise out of the normal course of a person's duties, i.e., sponsorship on school tours.
  - c. Membership on a school planning, school standing or ad hoc committees.
  - d. First Aid, CPR, and Bloodborne pathogens classes.

\*Union Curriculum Committee -10 clock hours; Union Fall and Spring Education Councils -14 clock hours each (7 clock hours per day of attendance).

\*School Evaluations Elementary/Junior Academy (one day visit team member) -10 clock hours  
Elementary/Junior Academy (two-day visit team member) -20 clock hours  
Elementary/Junior Academy Visiting Committee Chair -30 clock hours (2-day visit)

K-12, K-10 or 9-12 (WASC School Self-study Coordinator) -30 clock hours (4-day visit)  
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) -40 clock hours (4-day visit)  
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) -20 clock hours (2-day visit)  
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member)-10 clock hours (1-day visit)  
K-12, K-10 or 9-12 (WASC Visiting Committee Chair)- 90 clock hours (4-day visit)

Updated 6/2022