

## ADDENDUM - #4 (4/1994; Updated 8/2007; Updated 11/2013; 4/2016)

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### CONTINUING EDUCATION CREDIT CRITERIA AND GUIDELINES Effective 9-1-2016

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: 1 CEU= 10 clock hours; 2 CEU=20 clock hours; 1 quarter academic credit = 2 CEUs (20 clock hours).

1. Twenty (20) clock hours will equal one quarter hour of non-academic Continuing Education Units.
2. Satisfactory involvement in professional activities shall be verified by the conference office of education on the approved form.
3. 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.
4. Continuing Education Units are not applicable for the renewal of the Conditional or Basic Certificates.
5. Continuing Education Units may be applied to renewal of the Standard, Professional and Administrator Certificates as follows:
  - a. Renewal of the Standard Certificate—Renewal of the Standard Certificate requires fourteen (14) 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—Renewal of the Professional Certificate requires nine (9) quarter hours which may be earned by either academic credits or approved Continuing Education Units.
  - c. Renewal of the Administrator Certificate—Renewal of the Administrator Certificate requires nine (9) quarter hours which may be earned by either academic credits or approved Continuing Education Units.
6. Professional activities submitted for credit are to contribute directly to the 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 – Twenty-five (25) CEUs of professional activity credit. No partial credit allowed.
  - b. Education tours. Prior approval must be received for a tour for which Continuing Education Credit is desired. Twenty (20) clock hours or one quarter hour per week with a maximum of six (6) quarter hours per five years will be granted.
  - c. Professional reading, viewing video tapes and/or listening to audio tapes. A total of two (2) quarter 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 designed number of hours allowed for the activity will be designated by the sponsoring organization.\*
7. 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 of 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.
8. 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: Two quarter hour course would be 40 clock hours.]
  - b. Conference and/or union approved committees, i.e. Board of Education, Executive Committee.
  - c. Conference mentor teacher program.
  - d. Submission of articles for CIRCLE, etc.
  - e. College/University publication workshop.
9. The following do not qualify for Continuing Education Credit:
  - a. Classes, workshops and/or seminars of 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.

\*Union Curriculum Committee - 10 clock hours; Union Fall and Spring Education Councils - 14 clock hours each (7clock 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 coordinating Committee chairs) – 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)

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