

Pacific Union Conference/Southeastern California Conference
 Certificate Renewal
 Continuing Education Units (CEUs)
2024-25 School Year
(complete only the shaded areas)

Complete, sign, date & send via email to:
teri.vasquez@seccsda.org
Office of Education
on or before
JUNE 13, 2025

Please complete only the shaded areas. List only those activities for which you did not receive actual college credit.

DATE	TEACHER	SCHOOL	CLOCK HOURS POSSIBLE	CLOCK HOURS EARNED
June 17-21	Exseed Educators Conference - 2024		60 clock hours	
June 17-28	NAD Summer Curriculum Committee - 2024		1 wk-32 clock hours / 2 wks-68 clock hours	
July 24-28	Superintendents' Council		8 clock hours	
July 29	NAD Commission on Accreditation		4 clock hours	
August 1	FACTS Training (optional)		2 clock hours	
August 5-7	Principal Spiritual Retreat - Palm Desert, CA		8 clock hours	
August 14	New Teacher Orientation		3 clock hours	
August 14	New Administrator Orientation		3 clock hours	
August 15	Mentees' Meeting/1st year		3 clock hours	
August 15	Mentees' Meeting/2nd year		3 clock hours	
August 29	SECC Multi-grade Training - 1st Semester		2 clock hours	
September 8-10	Pacific Union College Publication Workshop		12 clock hours	
September 9	Small Schools' Admin. Mentorship (virtual)		1 clock hour	
September 22-23	Multi-grade Workshop for K-2/1-4 Teachers		10 clock hours	
September 26-28	Student Leadership Conference		6 clock hours	
September 30	SPED Training		1.5 clock hours	
October 7	SECC ECE-12 In-service (Drayson Center Day)		5 clock hours	
October 7	FOL Workshop		5 clock hours	
October 8-9	Curriculum Advisory		9 clock hours	
October 14	SECC ECE-12 In-service (Korean Church)		5 clock hours	
October 21	Educational Leadership Council		4 clock hours	
October 22-23	ECE Directors' Workshop - Ontario, CA		5 clock hours each day	
October 22-24	Fall Education Council		1 day 7 / 2 days 14 clock hours	
October 23-25	High Reliability School Summit, Riverside, CA		21 clock hours	
October 29	Mentor/Mentee		6 clock hours	
November 6	Educational Leadership Council		4 clock hours	
December 4-6	NAD PK-12 Curriculum Committee & Education Advisory Council		1 day 7 / 2 days 14 clock hours	
November 13	Small Schools' Admin. Mentorship (virtual)		1 clock hour	
December 9-11	NAD PK-12 Curriculum Committee & Education Advisory Council		1 day 7 / 2 days 14 clock hours	
January 27	Small Schools Administrator's Mentorship		1 clock hour	
January 27-28	PUC Secondary Subject-Area In-Service - Science		9 clock hours	
January 29-31	High Reliability School Summit, San Antonio, TX		21 clock hours	

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February 4	Educational Leadership Council		6 clock hours	
February 5	Superintendents' Council		3 clock hours	
February 6	SECC Multigrade Training- 2nd Semester		2 clock hours	
February 12	Higher Ed/Subject-Area In-Service - Northern Union Region		5 clock hours	
February 23	Higher Ed/Subject-Area In-Service - Southern Union Region		5 clock hours	
February 24-25	Union Curriculum Advisory - Riverside		1 day 7 / 2 days 3 clock hours	
March 10	SPED Training		1.75 clock hours	
April 14	Educational Leadership Council - Milpitas, CA		6 clock hours	
April 15-17	Spring Ed Council - Milpitas, CA		14 clock hours	
April 21	Small Schools In-service, Murrieta, CA		3 clock hours	
April 28	K-12 SBL In-service, LSA, MGA, & RAA, Riverside, CA		3 clock hours	
April 28	Loma Linda Academy In-service, Loma Linda, CA		3 clock hours	
May 1	Basic Science of Reading, Part 1		1 clock hour	
May 8	Basic Science of Reading, Part 2		1 clock hour	
May 14	UFLI Foundations Overview		1 clock hour	
May 19	K-12 SBL In-service - CMS, EAA, OA & SDA, Escondido, CA		3 clock hours	
June 10	Small Schools' FACTS Training (virtual)		2 clock hours	
June 11	Mentees' Meeting (1st year/2nd year)		3 clock hours	
	ELT (All Principals)	Nov 13	3 clock hours	
		Mar 5	3 clock hours	
				ELT CLOCK HOURS
	EMT (All Principals/VPs/Business Managers)	Sep 18	7 clock hours	
		May 7	7 clock hours	
				EMT CLOCK HOURS
	Education Board	Aug 28	2 clock hours	
		Oct 23	2 clock hours	
		Mar 3	2 clock hours	
		April 29	2 clock hours	
		June 16	2 clock hours	
				ED BOARD CLOCK HOURS
	Executive Committee	Sep 3	3 clock hours	
		Oct 29	3 clock hours	
		Oct 24	3 clock hours	
		Dec 5	3 clock hours	
		Jan 23	3 clock hours	
		Feb 27	3 clock hours	
		Mar 27	3 clock hours	
		April 24	3 clock hours	
		May 22	3 clock hours	
		Jun 26	3 clock hours	
				EXECUTIVE COMMITTEE CLOCK HOURS

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Presenters for SECC Workshops:

3 clock hours

School & Conference Approved/Sponsored:

Professional Conferences/Meetings and Regional/National Conventions:

NAD Professional Growth Book Certificate 2024-25: **(NO PARTIAL CREDIT WILL BE GIVEN)**

30 clock hours

I have read 4 issues of The Journal of Adventist Education published during this school year and I have read 5 books from the GC/NAD Professional Growth Books 2024-25 (1 book from Group B and 4 additional books from two other headings - Groups A, C, D, E, F, G,H).

School Evaluations (Visiting Committee members or self-study coordinators only-see revised Criteria and Guidelines for clock hours) :

10 - 90 clock hours

Supervision of Methods/Student Teachers [up to 4 quarter hours (100 clock hours) per certificate renewal] :

Description of Education Tours/Mission Trips: **(Must have prior approval from SECC-cannot be a chaperone or go with a student group)**

Teacher's Signature

Principal's Signature

SECC Superintendent's Signature

10 clock hours = 1 CEU

20 clock hours = 2 CEUs

SECC Office of Education Use Only

Total Number of Clock Hours _____

Quarter Hours of Credit Earned _____