

CEU Activity Guidelines

Activity	Max. CEUs	CEU Value	Verification
District-wide in-services	No Limit	1 clock hour = 0.1 CEU	Certificate of Attendance
Webinars/video training	No Limit	1 clock hour = 0.1 CEU	Document of completion/participation
Book study	No Limit	1 clock hour = 0.1 CEU	Document providing: name of book, hours spent at administrator-led meetings, Administrator signature. <i>Must enhance individual's work in education.</i>
College Courses	No Limit	1 semester hour = 3 CEUs 1 quarter hour = 2 CEUs	Transcript
Workshops	No Limit	1 clock hour = 0.1 CEU	Certificate of Attendance
Mentoring	6 CEUs per license cycle	2 CEUs per mentoring experience	Document providing: Name of teacher mentored, date and Administrator signature
Curriculum Development	No Limit	1 clock hour = 0.1 CEU	Document providing: Name of committee, starting & ending dates, number of hours spent on committee work. Administrator signature. <i>Local, county, state or national formal committee.</i>
Professional Committee	No Limit	1 clock hour = 0.1 CEU	Document providing: Name of committee, starting & ending dates, number of hours spent on committee work. Administrator signature. <i>Local, county, state or national formal committee.</i>
National Board of Professional Teaching Standards	No Limit	18 CEUs for successful completion; up to 6 CEUs for partial completion	National Board Certificate for completion; Partial completion: document providing: starting and ending dates, number of hours involved in preparation.
Professional Vocational Board Certification	No Limit	18.0 CEUs for successful completion; up to 6 CEUs for partial completion	Certificate for completion; Partial completion: document providing: number of hours involved in coursework/clinic for test preparation purposes only
Cooperating Teacher for a Student Teacher	6 CEUs per license cycle	2 CEUs per experience	Document providing: Name of teacher supervised, their college, date (i.e. Fall of 2018). Administrator signature.
Cooperating Teacher for a Practicum Teacher	3 CEUs per license cycle	1 CEU per experience	Document providing: Name of teacher supervised, their college, date (i.e. Fall of 2018). Administrator

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			signature.
Teaching a College Course	6 CEUs per license cycle	2 CEUs per course	Document providing: Name of course, college and date.
Vocational Externship	6 CEUs per license cycle	1 clock hour = 0.1 CEU	Document providing: Employer for externship, dates, number of hours spent in externship. <i>Must enhance individual's work in the profession or contribute to educator's specialization.</i>
Publication	No Limit	6 CEUs for a book 3 CEUs for an article	Title of article/book, publication date (must be commercially published), copy of the publication. <i>Must contribute to the education profession.</i>
Professional Presentation	1.0 CEU per license cycle	1 clock hour = 0.1 CEU	Document providing: Title & date of presentation, venue, and number of hours spent in preparation and presentation. <i>Applies to first presentation of a topic.</i>
Educational Project	No Limit	3 or 6 CEUs per project	Copy of approved Educational Project Proposal form. Evidence of completion of approved Educational Project. <i>Project proposal approval required in advance.</i>