SCCS Local Professional Development Committee
CEU Activity Guidelines (Must be on IPDP to use towards licensure)

Activity	Maximum CEU's per license cycle	CEU Value	Verification (Need 1)	Description / Criteria
In District Professional Development	No limit	1 contact hour = 0.1 CEU	Certificate of Attendance, Meeting Agenda, KIOSK record, email record	This includes waiver days, early release and days that the district provided professional development during the school day.
University Courses	No limit	1 semester hour = 3 CEU's 1 quarter hour = 2 CEU's	University transcript	Coursework must be related to IPDP goals and from an accredited university. Must be taken for credit with a C or better or a P in a pass/fail course.
Workshops, Seminars, and Conferences	18	1 contact hour = 0.1 CEU	CEU Certificate or Certificate of Attendance	Only time devoted to IPDP goal related activities; must be conducted by professional organizations or other entities.
Mentoring	12	3 CEU's per mentee per school year	Log of hours to include conferences and observations	Mentoring a teacher(s) through the district's formal RESA program.
Curriculum Development/Course of Study	12	1 contact hour = 0.1 CEU	KIOSK record, email record, agenda, final copy of work	Internal district efforts, consortium projects, county-wide collaborations, projects that are part of university learning that directly impacts district and educator improvement.
Professional Committee	12	1 contact hour = 0.1 CEU	Agenda, KIOSK Certificate or Activity Verification Form.	Building or district wide committees that are involved in creating short and long term plans for the building/district, completing research or data collection to assist in planning, implementation of such plans
Grant Writing	6	1 contact hour = 0.1 CEU	Copy of grant submission	Not dependent on award of grant. Planning and preparation only, not for management of grant.
Publication	12	3 CEU's per publication	Copy of publication	Must contribute to the education profession or a field of study and be commercially published.
National Board of Professional Teaching Standards	12	12 apply/accepted 6 apply/not accepted	National Board Certificate or documentation for candidate not completing certification	Must be in the subject area of the individual's assignment. Certification must be completed or participation as a candidate must be verified by the expiration date of the certificate/license. Must be related to IPDP goals.
Professional Vocational Board Certification	6	1 contact hour = 0.1 CEU	Certification of Completion	Time in coursework / clinics for test preparation purposes only.
Cooperating Teacher for Practicum Student	6	3 CEUs/semester 3 CEUs/quarter	Formal letter from the University	Assignments arranged by University and SCCS administration
Cooperating Teacher for a Student Teacher	12	6 CEU's per semester 4 CEU's per quarter	Formal Letter from the University.	Assignment arranged by a University and SCCS administration.

Cooperating Teacher for a Practicum Student/Teacher Academy Student	3	1 contact hour = 0.1 CEU	Formal Letter from the University or Career Center.	Assignment arranged by a University and SCCS administration.
Teaching a College Course, adult vocational or technical course	12	6 CEU's per semester 4 CEU's per quarter	Course description and course syllabus	Applies to courses for credit/grade
Peer Observation	2	1 contact hour = 0.1 CEU	Observation notes and record of follow up conference	Not part of mentoring program. Applies to observer and teacher.
Professional Presentation/Seminar	2	1 contact hour = 0.1 CEU	Copy of presentation	Applies to the first presentation of a topic each license cycle.
National Assessment Certification (AIR, AP exams, etc)	6	1 contact hour = 0.1 CEU	Copy of Certification/Verification of Assessment Hours	These hours would include those needed to become certified and those completed in the actual grading of the assessment.
Educational Project	6	1 contact hour = 0.1 CEU	Production of tangible product	Must apply educational skills and knowledge toward the development of a project. Hours for planning and preparation only. Requires pre- approval by the LPDC.
RTI Coach	9	3 CEU's per school year	Agenda/Schedule, KIOSK Certification, Activity Verification Form	Hours to include coaching meetings and presentations with teachers.
Self-Directed Educational Research/Study Group	3	1 contact hour = 0.1 CEU	Reflective journal or copy of shared information/certificate of attendance	Must enhance individual's working in the profession or contribute to the educator's area of specialization. Requires pre-approval by the LPDC.
Professional Reading	6	1 contact hour = 0.1 CEU	Certificate of attendance	Must be aligned to IPDP goals and enhance the individuals in the profession or contribution to the area of specialization. Requires pre-approval by the LPDC.
Educational Travel	3	1 contact hour = 0.1 CEU	Reflective journal or copy of shared information	Must be aligned to IPDP goals and enhance the individuals in the profession or contribution to the area of specialization. Requires pre-approval by the LPDC.
Externship	6	1 contact hour = 0.1 CEU	Verification from employer	Must enhance individual's working the profession or contribute to the educator's area of specialization. Requires pre-approval by the LPDC.
Business/Industry Partnerships	6	1 contact hour = 0.1 CEU	Verification of participation from principal or business partner	Creating opportunities to partner with business and industry to improve the resources and knowledge base to insure students and schools are all they can be.

*notes:

All professional development activities must relate to IPDP goals.

Educators are encouraged to use a variety of activities to meet their CEU requirements

Educators are responsible for maintaining portfolios and/or other documentation