

Personnel – Certified

Continuing Education Units (CEUs)

Awarding Continuing Education Units and Continuing Education Equivalents

The Region 10 Board of Education will annually offer 18 hours of professional continuing education units in compliance with the state statute public act 88-273.

The Region 10 Board of Education assumes the responsibility for being in compliance with state policy on awarding continuing education units. Region 10, while offering the services of maintaining transcripts for CEU credit and CEU equivalents, assumes no responsibility for determining eligibility for certification of each employee. Region 10 reaffirms the responsibility of each employee to maintain his/her own record for maintaining his/her certificate.

Region 10 will assume the responsibility of designating an employee as a CEU manager and will create a Region 10 CEU Team.

The Region 10 Board of Education will award CEU equivalents in compliance with the following policy/operating procedures contained herein and in administrative procedures.

A CEU Equivalent is awarded by the Board of Education to its employees for the successful completion of Professional Development activities based upon ten contact hours per Continuing Ed Unit of participation in a planned continuing education experience other than an activity granted CEU credit. As a guiding principle, for the implementation of this policy, the acquisition of skills, knowledge, and abilities will be considered as appropriate activities for the earning of CEU Equivalents, not their implementation.

All CEU Equivalents must receive prior approval in writing. To this end the following procedures will be implemented:

All proposed CEU Equivalent activities must be submitted to the Superintendent/CEU Manager, Professional Development Committee on the Request for CEU Equivalent form between September and June of each school year by the 15th or each month for consideration. Forms may be obtained from the CEU Manager or school principal. An original and 2 copies must be submitted to the building principal. Once the principal has reviewed the request, it will be forwarded to the Superintendent/CEU Manager for final approval. Upon review the dispensation of the request (approval/denial) will be forwarded to the teacher and the building principal. Approval/denial will be granted by the 15th of the following month.

Approval must be obtained prior to the start of the proposed activity.

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CEU Equivalents will be considered for the following activities:

- Conversion of college and university credit
- Planned independent study activity resulting in a verifiable outcome
- Projects, or committee activity that results in specific and verifiable learning experiences
- Development of a professional development workshop offering CEUs to participants
- Planned education research resulting in a verifiable outcome e.g. a product or application
- Participation in workshops/conferences not provided by approved CSDE providers
- Cooperative or out-of-classroom work experiences that are structured and result in verifiable enhancement of professional knowledge, skills and abilities
- Portions of school accreditation process that involve the individual in specific and verifiable learning experiences.

Upon completion of the activity, the teacher must submit a Verification of Completion form and any other appropriate documentation to the Superintendent/CEU Manager. Once successful completion has been verified, the approved number of CEU Equivalents will be awarded and entered into the district's CEU record keeping system and counted exactly as CEUs, and a CEU certificate will be issued. The CEU Equivalent will be accepted in fulfillment or partial fulfillment of the CEU Requirement.

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