

### Continuing Education Units Options

Options	Maximum CEUs	CEU Value			Verification	Criteria
<p><b>College Coursework</b></p> <p>Courses should reflect the Yearly Professional Growth Plan.</p>	n/a	Sem.	Qtr.	CEU	Photocopies of official transcripts, grade slips, or certificate of completion.	Must be taken through an accredited college or other approved post secondary educational institution. Must be taken for credit with a grade of "C" or better, a "P" in pass/fail course. Coursework must be in education or in a content or licensure area related to the individual's work/teaching assignment.
<p><b>Professional Conference</b></p> <p>Teleconference (Video/Audio) Webcast Workshop Clinic Institute Academy Seminar</p> <p>These choices reflect the Yearly Professional Growth Plan. Approval of these offerings shall be contingent upon hours at task.</p>	Pre-approval at DA Site Level	1 clock hour in workshops (excluding time at breaks and meals) = 0.1 CEU			Activity Documentation  Voucher Certificate of Completion	Must include only time spent in those portions of the conference program that contribute to the participant's knowledge, competence, performance, or effectiveness in education or current work assignment.

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Committee Work				These groups shall be correlated to technology or current work assignment.
State/Regional Discussion	1 CEU per fiscal year	1 clock hour = 0.1 CEU	Activity Documentation	Groups formed to study and respond to technology/educational issues. Must be supported by the supervisor and verified by such.
Professional Committees	1 CEU per fiscal year	1 clock hour = 0.1 CEU	Activity Documentation	Must be service on formal committee organized by local, state or national educational agency or organizations.
Grant Writing	1 CEU per fiscal year	1 clock hour = 0.1 CEU	Activity Documentation	Hours not dependent on awarding of grant.

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<p data-bbox="184 329 407 394"><b>Independent Activity/Projects</b></p> <p data-bbox="184 435 495 505">**See next page for list of activities**</p> <p data-bbox="184 545 506 833">These activities shall not be those which are deemed by the Professional Development Team to be job-embedded or part of the contractual agreement.</p>				

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<b>Mentorships</b> <u>Example:</u> Training a new employee or another district employee	1 CEU per fiscal year	1 clock hour = 0.1 CEU	Activity Documentation	Must be mentoring another employee of DA Site or member district.
<b>Self-paced, Computer-based Instruction</b>	Pre-approval at DA-Site Level	0.1 CEU per documented hour of instruction	Summary of the presentation must be submitted upon completion	Must be from an area related to the field of employment or licensure.
<b>Book, Technical, or Manual Study</b>	Pre-approval at DA-Site Level	1.0 CEU per book or manual that is pre-approved at DA Site level	Summary of the book/manual must be submitted for completion in a format which can be disseminated to peers	Must be a book/manual related to the field of employment or licensure.
<b>Video/Audio Review</b>	1 CEU per fiscal year	0.1 CEU per documented hour of instruction	Summary of the video/audio must be submitted for completion	Must be a video/audio from the field of employment or licensure
<b>Professional Presentations</b>	1 CEU per fiscal year	0.1 CEU per 1 hour of presentation	Agenda of the presentation with date/location/topic	Preparation and presenting for the first time ONLY

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Other Projects	1 CEU per fiscal year	1 clock hour = 0.1 CEU	Activity Documentation	Projects must have prior approval by the DA Site and final approval after completion and verification by Regional Committee.