

What are the CEU Requirements for Professional Educator Certificate Holders?

A professional educator certificate holder who is employed in a position requiring any of the following endorsements must complete the CEU requirements listed in order to renew the certificate.

| Certification Endorsement Held | Certificate Expiration Date | CEU Requirement EACH five (5) year period |
|--|--|---|
| Early Childhood (N-3), Elementary, Middle Grades | 7/1/99-6/30/02 | 90 (9.0 CEUs) hours of continuing education. |
| Early Childhood Endorsements 003 Pre-K through Grade 3 008 Pre-K and Kindergarten 112 Integrated Early Childhood/Special Ed., Birth - Kindergarten 113 Integrated Early Childhood/Special Ed., Nursery - K, Elementary Grades 1 through 3 | After 6/1/02 CEU Code 301 (Literacy) | 90 (9.0 CEUs) hours of continuing education including: 15 (1.5 CEUs) hours of training in the teaching of reading and reading readiness and assessment of reading performance, including methods of teaching language skills necessary for reading, reading comprehension skills, phonics and the structure of the English language. |
| Elementary Endorsements 001 Pre-K through Grade 8 002 Pre-K through Grade 6 004 Grades 1 through 8 005 Elementary, Grades 1 through 6 013 Elementary, Kindergarten through Grade 6 | After 7/1/02 CEU Code 301(Literacy) CEU Code 302 (Technology in the classroom) | 90 (9.0 CEUs) hours of continuing education including: 15 (1.5 CEUs) hours of training in the teaching of reading and reading readiness and assessment of reading performance, including methods of teaching language skills necessary for reading, reading comprehension skills, phonics and the structure of the English language; AND 15 (1.5 CEUs) hours of training in the use of computers in the classroom.* |
| Middle Grades Endorsements 006 Middle Grades, 4 through 8 215 English, Middle School 226 History and Social Studies, Middle School 229 Mathematics, Middle School 230 Biology, Middle School 231 Chemistry, Middle School 232 Physics, Middle School 233 Earth Science, Middle School 234 General Science, Middle School 235 Integrated Science, Middle School | After 7/1/02 CEU Code 302 (Technology in the classroom) | 90 (9.0 CEUs) hours of continuing education including: 15 (1.5 CEUs) hours of training in the use of computers in the classroom.* |
| Secondary Academic Endorsements 007 Academic Subjects 010 Business, 7-12 015 English, 7-12 016 English, 7-9 017 Speech, 7-12 018 French, 7-12 019 German, 7-12 020 Italian, 7-12 021 Latin, 7-12 022 Russian, 7-12 023 Spanish, 7-12 024 Other World Language, 7-12 025 History, 7-12 026 History & Social Studies, 7-12 027 Social Studies, 7-12 028 History & Social Studies, 7-9 029 Mathematics, 7-12 030 Biology 7-12 031 Chemistry, 7-12 032 Physics, 7-12 033 Earth Science 7-12 034 Gen Science 7-12 036 Core Curriculum 037 Psychology 7-12 038 Sociology 7-12 039 Secondary Subject | After 7/1/04 CEU Code 302 (Technology in the classroom) | 90 (9.0 CEUs) hours of continuing education including: 15 (1.5 CEUs) hours of training in the use of computers in the classroom.* |
| Bilingual Elementary Teachers a) Employed in an elementary setting and serving under bilingual certification and does not hold an elementary endorsement. b) Employed in an elementary setting and serving under bilingual certification and holds an elementary endorsement. | After 7/1/99 | a) 90 (9.0 CEUs) hours of continuing education in language arts, reading and mathematics. b) See the requirements for "Elementary Endorsements" on reverse. |
| Bilingual Middle and Secondary Teachers a) Employed in a middle school or high school setting and serving under bilingual certification and does not hold an endorsement in the subject area taught. b) Employed in a middle school or high school setting and serving under bilingual certification and holds an endorsement in the subject area taught. | After 7/1/99 | a) 90 (9.0 CEUs) hours of continuing education in the subject area taught. b) See the requirements for "Middle Grades Endorsements" or "Secondary Academic Endorsements" on reverse. |
| Administrative Endorsements 092 Intermediate Administration or Supervision 093 Superintendent of Schools | After 7/1/95 CEU Code 305 (Supervision & Evaluation) | 90 (9.0 CEUs) hours of continuing education including: 15 (1.5 CEUs) hours of training in the evaluation of teachers. |
| ALL OTHER ENDORSEMENTS NOT LISTED | After 7/1/95 | 90 (9.0 CEUs) hours of continuing education. |

THE PDS GUIDE TO CONTINUING EDUCATION UNITS

Q: Are there Participation Requirements for CEU's?

A: YES. CEU's are calculated based upon successful completion of an activity, as stated in the objectives or outcomes specified for an activity. The clock hour participation is used to calculate the number of CEU's to be awarded.

- 100% participation is required for activities of 5 hours or less
- 80% participation is required for activities of more than 5 hours

Participants **MUST** meet requirements related to activity evaluation and application of learning to receive a CEU Certificate of Completion.

Q: How do I Calculate CEU's?

A: The awarding of CEU's is, in part, based on attendance and on "instructional contact hours". Attendance at only a portion of a planned activity means the learning objectives have not been met.

To determine the number of contact hours or the duration of an activity, count the hours of the program, subtract breaks, lunches and other activities not directly part of the instruction experience or learning objective. Only completed instructional hours are considered in assigned CEU's. Fractions of hours are disregarded.

- Examples:
- 2 contact hours would be 0.2 CEU's
 - 8 ½ contact hours would be 0.8 CEU's
 - 17 ½ contact hours would be 1.7 CEU's
 - 17 contact hours would be 1.7 CEU's

Participants must meet all requirements related to activity evaluation and application of learning to receive a CEU Certificate of Completion. Certificates will be awarded with evidence of signature on a sign in sheet and the full name on the evaluation that is given at the end of the workshop.

It is the responsibility as a CEU provider to issue CEU Certificates within ninety (90) days of the due date of the application requirement.

Q: What is a C.E.S. CEU Equivalent?

A: A C.E.S. CEU equivalent is a planned continuing education experience directly related to improving student learning, which meets the requirements of these guidelines, for which CEU credit is not otherwise available. Examples of activities include presenters/trainers who develop or facilitate a unique or new training activity that is directly related to student learning, independent study, a research project, preparation for National Board Certification, or participation in a New England Association of Schools and Colleges (NEASC) school evaluation, or preparation for a NEASC accreditation visit. CEU equivalents are only available to school district personnel by mutual, pre-arranged agreement with a school district provider.

Prior to presenting the workshop, or activity, the PINK REQUEST FORM should be filled out, signed by your Supervisor, and sent to the CEU Manager in Professional Development Services (Esther Bobowick) to review.

After completion of the workshop or activity, the BLUE FORM is completed, and sent to the District CEU Manager with a copy of the project/program/workshop outline (timeline) and supporting documentation.

Q: What about my CEU transcripts?

A: Providers must keep records of completion for all participants successfully completing activities for CEU's under the approved provider number on file. Individualized transcripts list all the CEU activities the individual has completed or registered for with that provider, and must be provided upon request. Providers are not required to track, monitor, or keep on file, the CEU records issued by other providers for an individual. C.E.S. has online registration, so a transcript is available in your online account! You have the ability to add other workshops that you have attended outside of C.E.S to this transcript.

Q: What if I'm a Presenter or a Trainer?

A: Presenters/Trainers who develop or facilitate a unique or new training activity that is directly related to student learning, independent study, a research project, preparation for National Board Certification, or participation in a New England Association of Schools and Colleges (NEASC) school evaluation, or preparation for a NEASC accreditation visit are eligible for CEU equivalents for the first 2 activities. CEU equivalents are only available to school district personnel by mutual, pre-arranged agreement with a school district provider.

First training event: Actual hours of institute/seminar/sessions, plus up to 6 hours of planning to account for workshop preparation and demonstration.

Second Training event: Actual hours of institute/seminar/sessions, plus up to 2 hour of planning to account for refinement and revision of the learning activity.

Prior to presenting the workshop, or activity, the PINK REQUEST FORM should be filled out, signed by your Supervisor, and sent to the CEU Manager in Professional Development Services (Esther Bobowick) to review.

After completion of the workshop or activity, the BLUE FORM is completed, and sent to the District CEU Manager with a copy of the project/program/workshop outline (timeline) and supporting documentation.