

Local Professional Development Committee Continuing Education Unit (CEU) Options

Activities offered by the North Central Ohio Educational Service Center, the Ohio Department of Education or an accredited college or university ***do not*** need pre-approval.

To renew a license, you need 180 contact hours or 6 semester hours or 18 CEU's or a combination of each.

6 Semester / 18 CEU's / 180 contact hours	5 Semester / 15 CEU's / 150 contact hours
4 Semester / 12 CEU's / 120 contact hours	3 Semester / 9 CEU's / 90 contact hours
2 Semester / 6 CEU's / 60 contact hours	1 Semester / 3 CEU's / 30 contact hours

College Course Work:			
<p>Courses should align with the <i>Individual Professional Development Plan</i>.</p> <p>Pre-approval not required if credit is taken from an accredited college or university.</p>	<ul style="list-style-type: none"> • Unlimited 	<ul style="list-style-type: none"> • <i>Copy</i> of official transcript. Grade reports are not accepted. 	<ul style="list-style-type: none"> • Must be taken through an accredited college or university. • Must be taken for credit with a grade of "C" or better, or a "P" in a Pass/Fail course. • Course work must be in education or in an area directly related to the individual's job description or area of responsibility.
College: Teaching a Course			
<p>Teaching a course at an accredited college or university. Submit class description.</p> <p>Pre-approval not required if credit is taken from an accredited college or university.</p>	<ul style="list-style-type: none"> • Unlimited 	<ul style="list-style-type: none"> • Log activities on NCOESC Activity Verification form documented with signature of facilitator or administrator. 	<ul style="list-style-type: none"> • May be used for the first-time teaching the course in each license cycle.
<p>Teaching an Adult Vocational or Technical Course. Submit description of course.</p> <p>Pre-approval not required.</p>	<p>Unlimited</p>	<ul style="list-style-type: none"> • Log activities on NCOESC Activity Verification form documented with signature of facilitator or administrator. 	<ul style="list-style-type: none"> • May be used for the first-time teaching the course each license cycle.

Continuing Education Units (CEU) Opportunities, continued

OPTION	MAXIMUM CEU'S	VERIFICATION	CRITERIA
Committee Work:			
<p>These groups shall be directly correlated to the individual's job description or area(s) of responsibility.</p> <p>Pre-approval is required for anything that does not provide a certificate.</p>	<ul style="list-style-type: none"> ● 6 CEU's ● 60 contact hours per renewal cycle. 		
Curriculum:			
<p>Committee work to develop/work with curriculum.</p> <p>Pre-approval required.</p>	<ul style="list-style-type: none"> ● 6 CEU's ● 60 contact hours per renewal cycle. 	<ul style="list-style-type: none"> ● Log activities on NCOESC Activity Verification form documented with signature of facilitator or administrator. 	<ul style="list-style-type: none"> ● Must be service on formal committee organized by local or state educational agency or organization.
Study Groups:			
<p>Educational book study groups. Online group study.</p> <p>Pre-approval required.</p>	<ul style="list-style-type: none"> ● 3.0 CEU's ● 30 contact hours per renewal cycle 	<ul style="list-style-type: none"> ● Log activities on NCOESC Activity Verification form documented with signature of facilitator or administrator. 	<ul style="list-style-type: none"> ● Groups formed to study and respond to educational issues. ● Must be supported by an administrator or the NCOESC Team Leader and verified by such.
Professional Groups:			
<p>Other Educational groups as determined by administration.</p> <p>Pre-approval required.</p>	<ul style="list-style-type: none"> ● 6.0 CEU's ● 60 contact hours per renewal cycle 	<ul style="list-style-type: none"> ● Log activities on NCOESC Activity Verification form documented with signature of facilitator or administrator. 	<ul style="list-style-type: none"> ● Must be service on formal committee organized by local or state educational agency or organization.
Cooperative Teacher:			
<p>Supervise undergrad students: methods, student teaching, etc.</p> <p>Pre-approval required.</p>	<ul style="list-style-type: none"> ● 3.0 CEU's per student teacher ● 30 contact hours per renewal cycle 	<ul style="list-style-type: none"> ● Log activities on NCOESC Activity Verification Form documented with signature of college/university department chair or coordinator of student teaching. 	<ul style="list-style-type: none"> ● Must be supervisor of an under-graduate student practicing in the classroom setting.
Educational Book Reading:			
<p>Self determined or led.</p> <p>Pre-approval required.</p>	<ul style="list-style-type: none"> ● 3.0 CEU's ● 30 contact hours per renewal cycle ● 1.0 CEU per book 	<ul style="list-style-type: none"> ● Summary of the book must be submitted in a format that can be shared with your peers. 	<ul style="list-style-type: none"> ● Must be a book that is related to the educational field within assigned area.

Continuing Education Units (CEU) Opportunities, continued

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Educational Journal Article Reading:			
Self determined or led. Pre-approval required.	<ul style="list-style-type: none"> ● 1.0 CEU ● 10 contact hours per renewal cycle ● 0.2 CEU's per article 	<ul style="list-style-type: none"> ● Summary of the journal article must be submitted in a format that can be shared with your peers. 	<ul style="list-style-type: none"> ● Must be a journal that is related to the educational field within assigned area.
Educational Projects:			
Project to be determined by description and related to assigned area. Pre-approval required.	<ul style="list-style-type: none"> ● Unlimited 	<ul style="list-style-type: none"> ● Log activities on NCOESC Activity Verification form documented with signature of facilitator or administrator. 	<ul style="list-style-type: none"> ● Projects must have prior approval and final approval after completion and verification by LPDC.
Educational Travel:			
Travel to enhance professional area of specialization. Preapproval with justification for application to area of specialization.	<ul style="list-style-type: none"> ● 2.5 CEU's per renewal cycle ● 25 contact hours per renewal cycle ● 0.5 CEU per travel date 	<ul style="list-style-type: none"> ● Log activities on NCOESC Activity Verification form documented with signature of facilitator or administrator. 	<ul style="list-style-type: none"> ● Must enhance individual's work in the profession or contribute to employee's area of specialization, which will lead to a summary for dissemination to your peers.
Externship:			
Description of relation to area / type of externship. Pre-approval required.	<ul style="list-style-type: none"> ● 6.0 CEU's per renewal cycle ● 60 contact hours per renewal cycle 	<ul style="list-style-type: none"> ● Log activities on NCOESC Activity Verification form documented with signature of facilitator or administrator. 	<ul style="list-style-type: none"> ● Enhance individual's work in profession or contribute to educator's specialization. ● Visitation to examine facilities. ● Witness application of topics in the world of education or business.
Grant Writing:			
Description of grant applicable to specialization. Pre-approval required.	<ul style="list-style-type: none"> ● 6.0 CEU's ● 60 contact hours per renewal cycle 	<ul style="list-style-type: none"> ● Log activities on NCOESC Activity Verification form documented with signature of facilitator or administrator. 	<ul style="list-style-type: none"> ● Hours not dependent upon awarding of grant.
Mentorship or Mentee:			
Mentor employee within assigned area. Description of mentoring activities. Pre-approval is required for anything that does not provide a certificate.	<ul style="list-style-type: none"> ● 6.0 CEU's per mentorship or mentoreeship ● 60 contact hours per renewal cycle 	<ul style="list-style-type: none"> ● Log activities on NCOESC Activity Verification form documented with signature of facilitator or administrator. 	<ul style="list-style-type: none"> ● Must be mentoring another NCOESC employee.

Continuing Education Units (CEU) Opportunities, continued

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National Board of Professional Teaching Standards Certification and Professional Vocational Board of Certification			
Pre-approval is not required.	<ul style="list-style-type: none"> • Unlimited 	<ul style="list-style-type: none"> • Valid copy of the National Certificate or completed application. 	<ul style="list-style-type: none"> • Must be in the subject area of the individual's assignment. • Must be related to IPDP goals.
Peer Observation or Classroom Visit:			
Related area of assignment to enhance experiences. Pre-approval is not required.	<ul style="list-style-type: none"> • 5.0 CEU's per renewal cycle • 50 contact hours per renewal cycle 	<ul style="list-style-type: none"> • Log activities on NCOESC Activity Verification form documented with signature of facilitator or administrator. 	<ul style="list-style-type: none"> • Visitation to examine facilities and/or witness innovative educational practice(s).
Professional Conferences:			
<ul style="list-style-type: none"> • Workshops • Clinics • Institute • Academy or Seminar These choices reflect the <i>Individual Professional Development Plan</i> . Approval of these offerings shall be contingent upon actual hours on task.	<ul style="list-style-type: none"> • Unlimited (excluding time at breaks & meals) 	<ul style="list-style-type: none"> • Copy or scan, if possible, Certificates of Attendance or Certificate of Completion. • If a certificate was not issued, then a 200-300-word reflective review of the activity is acceptable. 	<ul style="list-style-type: none"> • 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.
Teaching/presenting a Workshop or Seminar Series Pre-approval is required for anything that does not provide a certificate.	<ul style="list-style-type: none"> • 6.0 CEU's per renewal cycle • 60 contact hours per renewal cycle 	<ul style="list-style-type: none"> • Log activities on NCOESC Activity Verification form documented with signature of facilitator or administrator. 	<ul style="list-style-type: none"> • May be used for the first-time teaching/presenting the workshop or seminar series.
Publication of Original Work in an Educational Journal:			
Description of work. Pre-approval required.	<ul style="list-style-type: none"> • Unlimited 	<ul style="list-style-type: none"> • Copy of the article 	<ul style="list-style-type: none"> • Must contribute to the education profession or add to the body of knowledge in the individual's specific field. • Must be published book or journal.
Online Class or Webinar:			
Online trainings / workshops relating to assigned area. Pre-approval not required.	<ul style="list-style-type: none"> • Unlimited 	<ul style="list-style-type: none"> • Certificate of attendance / verification of hours earned. 	<ul style="list-style-type: none"> • Must relate to current area of specialization or job assignment.

Continuing Education Units (CEU) Opportunities, continued

OPTION	MAXIMUM CEU'S	VERIFICATION	CRITERIA
Video/Audio Review:			
Pre-approval required.	<ul style="list-style-type: none"> • 1.0 CEU per renewal cycle 	Summary of video/audio must be submitted in format that can be disseminated to your peers.	Must be video/audio from the educational field.