

### Guidelines for CEU Activities

Activity Type	Maximum CEUs	CEU Value			Verification	Criteria
<p><b>College Coursework</b></p> <p>Courses should reflect the Yearly Professional Growth Plan.</p>	<p>Unlimited</p>	<p>Sem.</p>	<p>Qtr.</p>	<p>CEU</p> <p>6    9    18</p> <p>5    7.5    15</p> <p>4    6    12</p> <p>3    4.5    9</p> <p>2    3    6</p> <p>1    1.5    3</p>	<p>Photocopies of official transcripts, grade slips, or Certificate of Completion.</p>	<p>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>
<p><b>Professional Conference</b></p> <p>Teleconference (Video/Audio)</p> <p>Webcast</p> <p>Podcast</p> <p>Workshop</p> <p>Clinic</p> <p>Institute</p> <p>Academy</p> <p>Seminar</p> <p>State Software Release Meetings (any format)</p> <p>INFOhio Roundtables</p> <p>These choices reflect the Yearly Professional Growth Plan. Approval of these offerings shall be contingent upon hours at task.</p>	<p>Unlimited</p> <p>Pre-approval required for podcasts.</p>	<p>1 clock hour in workshops (excluding time at breaks and meals) = 0.1 CEU</p>			<p>Activity Documentation</p> <p>Certificate of Completion, voucher/brochure or outline of meeting indicating sessions attended, summary of podcast submitted upon completion</p>	<p>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.</p>

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<p><b>State/Regional Discussion</b></p> <p>ITC Director Meetings, County Treasurer Meetings, Regional Tech Coord Meetings</p>	<p>1 CEU per fiscal year per program type; 2 CEU's per year maximum</p>	<p>1 clock hour = 0.1 CEU</p>	<p>Activity Documentation; These groups shall be correlated to technology or current work assignment.</p>	<p>Groups formed to study and respond to technology/educational issues. Must be supported by the supervisor and verified by such.</p>
<p><b>Professional Committees</b></p>	<p>1 CEU per committee per fiscal year (any committee and all of its subcommittees count as one committee)</p>	<p>1 clock hour = 0.1 CEU</p>	<p>Activity Documentation; These groups shall be correlated to technology or current work assignment.</p>	<p>Must be service on formal committee organized by local, state or national educational agency or organizations.</p>
<p><b>Grant Writing</b></p>	<p>1 CEU per fiscal year</p>	<p>1 clock hour = 0.1 CEU</p>	<p>Activity Documentation</p>	<p>Hours not dependent on awarding of grant.</p>

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<p><b>Independent Activity/Projects</b></p> <p><b>Mentorships</b>  <u>Example:</u> Training a new employee or another district employee</p> <p><b>Self-paced, Computer-based Instruction</b></p> <p><b>Book, Technical, or Manual Study</b></p> <p><b>Video/Audio Review</b></p>	<p>1 CEU per fiscal year</p> <p>Pre-approval at ITC Level; Unlimited</p> <p>Pre-approval at ITC Level; Unlimited</p> <p>1 CEU per fiscal year</p>	<p>1 clock hour = 0.1 CEU</p> <p>0.1 CEU per documented hour of instruction</p> <p>1.0 CEU per book or manual that is pre-approved at ITC level</p> <p>0.1 CEU per documented hour of instruction</p>	<p>Activity Documentation</p> <p>Summary of the presentation or Certificate of Completion must be submitted upon completion</p> <p>Summary of the book/manual must be submitted for completion in a format which can be disseminated to peers</p> <p>Summary of the video/audio must be submitted for completion</p>	<p>These activities shall not be those which are deemed by the LPDC to be job-embedded or part of the contractual agreement.</p> <p>Must be mentoring another employee of ITC or member district.</p> <p>Must be from an area related to the field of employment or licensure.</p> <p>Must be a book/manual related to the field of employment or licensure.</p> <p>Must be a video/audio from the field of employment or licensure</p>

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Professional Presentations	1 CEU per fiscal year; 2 hours of preparation can be claimed for each hour of presentation for the first presentation only (other presentations of the same material do not count)	0.1 CEU per 1 hour of presentation	Agenda of the presentation with date/location/topic	Preparation and presenting for the first time ONLY
Other Projects	1 CEU per fiscal year	1 clock hour = 0.1 CEU	Activity Documentation	Projects must have prior approval by the ITC and final approval after completion and verification by Regional Committee.