

These guidelines are adapted from the *NAD SDA Educators' Certification Manual*, pages 33 – 35. When recording your hours on the “Application for Continuing Education Units” form, please disregard trying to convert hours into CEUs. Record clock hours only. The Lake Union Conference will convert your hours into CEUs.

#### 4.7 PROFESSIONAL ACTIVITY — CONTINUING EDUCATION UNITS (CEU)

4.7.1 Continuing Education Units (CEU) are earned by participation in professional learning activities that extend and enhance the educator’s professional expertise. CEUs may be used to meet requirements for certification renewal or reinstatement for educators holding designated subject, standard, professional, and/or administrator certificates as applicable (see 2.2.3, 2.2.4, 2.3.3, 2.3.4, 2.4.4, 2.4.5, and 2.5.3)

4.7.2 One Continuing Education Unit (CEU) is equivalent to 10 clock hours of participation in a professional development activity (1 CEU = 10 clock hours). CEUs may be recorded in tenths of a CEU since one clock hour is equivalent to 0.1 CEU.

Where professional learning clock hours (CEUs) may be utilized in lieu of academic credits as provided by this certification manual, the equivalent to academic credit is calculated in the following manner:

20 clock hours (2 CEUs) is equivalent to 1 quarter credit.

30 clock hours (3 CEUs) is equivalent to 1 semester credit.

- For renewal of a Standard Certificate, up to six semester/nine quarter credits required may be met by earning the equivalent 18 CEUs (see 2.2.3).
- For renewal of a Professional and/or Administrator Certificate, all of the required six semester/nine quarter credits may be met by earning the equivalent 18 CEUs (see 2.3.3 or 2.4.4).
- Reinstatement of a Professional and/or Administrator Certificate may be partially met by earning CEUs (see 2.3.4 or 2.4.5).

4.7.3 Educators benefit when earning CEUs in a variety of professional development activities. These activities include the following, which are listed in four categories. Activities from at least two different categories shall be included in the CEUs submitted for renewal during the five years prior to renewal. Qualifying professional development activities do not include those activities that are part of an educator’s regular duties.

#### PROFESSIONAL LEARNING (independent)

PROFESSIONAL DEVELOPMENT ACTIVITY	TYPICAL VALUE
a) Complete the NAD Professional Growth Reading Plan	30 clock hours total/year
b) Professional reading of books and journals	1 clock hour per 50 pgs 30 clock hours total/year
c) Complete continuing education course (submit certificate) <sup>1</sup>	Provider assigned

#### PROFESSIONAL LEARNING (group)

PROFESSIONAL DEVELOPMENT ACTIVITY	TYPICAL VALUE
d) Attend a professional conference, workshop, or seminar	Record clock hours
e) Attend a denominational conference, workshop, or seminar	Record clock hours
f) Participate in prearranged educational travel	Up to 5 hrs/day, up to 30 hrs/yr

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### PROFESSIONAL COLLABORATION

PROFESSIONAL DEVELOPMENT ACTIVITY	TYPICAL VALUE
g) Supervision of a student teacher	2 hours/week
h) Mentoring in a conference-sponsored mentoring program	20 hours Total/year
i) Participation in a study group or learning community	Record clock hours
j) Peer observation with follow-up reflective learning	Record clock hours
k) Field testing (piloting) NAD curriculum materials	NADOE assigned
l) Serving on a school evaluation visiting team	5 hours/day
m) Participation on education committees/boards	Record clock hours

### PROFESSIONAL PRESENTATION AND WRITING

PROFESSIONAL DEVELOPMENT ACTIVITY	TYPICAL CEU VALUE
n) Teach a university course	Equivalent of course value <sup>2</sup>
o) Presenting at an education conference, workshop, or seminar	3 clock hours allowed per 1 hour of presentation <sup>3</sup>
p) Writing a published non-peer reviewed journal article	10 clock hours per article
q) Writing a published peer-reviewed professional article	30 clock hours per article
r) Writing and publishing a book on an educational topic	40 clock hours per 100 pgs.

Superscript: 1 – Courses offered as non-academic credit from Adventist Learning Community and other educational/professional organizations

2 – The equivalent to academic credit is calculated in the following manner:

20 clock hours is equivalent to 1 quarter credit.

30 clock hours is equivalent to 1 semester credit.

3 – Per hour of presentation scheduled by the sponsoring educational organization

4.7.4 The Adventist Learning Community (ALC) offers a number of professional development courses. These courses do not provide academic credit; upon successful completion, Continuing Education Units (CEUs) are granted. Learning activities submitted for certificate renewal are to contribute directly to professional growth and enhance the employee’s professional skills or expertise. Courses listed under section 5.1.3 are available for CEUs.

4.7.5 Satisfactory involvement in professional activities shall be verified by the local conference superintendent of schools or academy principal. It should be reported to the union certification registrar at the end of each school year. The Union Conference Certification Officers have the final authority to determine CEUs granted.