

**Ontario Local Schools
LPDC
Continuing Education Unit CEU Opportunities**

GENERAL GUIDELINES

In choosing the CEU option, staff members are reminded that all efforts should be directed towards enhancing their personal and professional growth and development in their area(s) of specialization or certification. Coursework, workshops, seminars, or any other options should be planned and selected with the aforementioned requirement in mind.

Staff members are not limited to the options that are listed on the pages that follow. However, when selecting an option not listed below or one that deviates from those listed, members are encouraged to contact their LPDC representative or seek pre-approval of the LPDC committee before commencing.

Pre-approval of any option through the LPDC can avoid most, if not all, problems. See the pre-approval form (after the option matrix pages in this section) for directions on seeking pre-approval through the LPDC.

Some other guidelines are:

1. CEUs earned towards one option may not be applied towards additional CEUs in another related option.
2. Generally, activities that are part of the contracted job and job description cannot be used towards any options.
3. The university or college sponsoring a course (or workshop) can not and should not offer you any guarantee as to a course's acceptability to an LPDC. The suitability of a course and its approval is only guaranteed by following the LPDC guidelines as set forth in the option matrix that follows.
4. Verification of hours by the principal or designee does not guarantee LPDC approval.

CONTINUING EDUCATION UNIT OPTIONS

Coursework, workshops, seminars

OPTION	MAXIMUM CEUs	CEU VALUE			VERIFICATION	CRITERIA																			
<p>College Course Work (Taken for credit)</p>	<p>N/A</p>	<table border="1"> <thead> <tr> <th>Sem</th> <th>Qtr</th> <th>CEU</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>9.0</td> <td>18</td> </tr> <tr> <td>5</td> <td>7.5</td> <td>15</td> </tr> <tr> <td>4</td> <td>6.0</td> <td>12</td> </tr> <tr> <td>3</td> <td>4.5</td> <td>9</td> </tr> <tr> <td>2</td> <td>3.0</td> <td>6</td> </tr> <tr> <td>1</td> <td>1.5</td> <td>3</td> </tr> </tbody> </table>	Sem	Qtr	CEU	6	9.0	18	5	7.5	15	4	6.0	12	3	4.5	9	2	3.0	6	1	1.5	3	<p>Copy of official transcript or original grade slip required</p> <p>Note: must include first and last name of employee and be on college or university letterhead</p>	<p>Must be taken through an accredited 4-year college or university.</p> <p>Must be taken for credit with a grade of “C” or better, or a “P” in a Pass/Fail course.</p> <p>Course work must be related to license/certification area(s)</p>
Sem	Qtr	CEU																							
6	9.0	18																							
5	7.5	15																							
4	6.0	12																							
3	4.5	9																							
2	3.0	6																							
1	1.5	3																							
<p>College Course Work (Not taken for credit)</p> <ul style="list-style-type: none"> ● Workshop ● Clinic ● Institute ● Academy ● Seminar ● Conference 	<p>N/A</p>	<p>One (1) clock hour in workshop = 0.1 CEU</p> <p>Break and meal times can not be included</p>	<p>Copy or Original Certificate of Attendance, Certificate of Completion, signature of facilitator on Ontario Activity Verification Form, or completed Conference Participation form</p>	<p>Course work must be related to license/certificate area(s)</p>																					

CONTINUING EDUCATION UNIT OPTIONS

Self-directed, guided options

OPTION	MAXIMUM CEUs	CEU VALUE	VERIFICATION	CRITERIA
National Board of Professional Teaching Standards Certification	18.0 CEUs	18.0 CEUs per evaluation completion	Valid copy of the National Certification or documentation of completed work	Must be in the subject area of the individual's assignment. Hours exclusive of other portfolio work
Master Teacher	18.0 CEUs	18.0 CEUs	Documentation of completed work and submission to the Master Teacher Committee/ LPDC	Completion and approval of work by the Master Teacher Committee/ LPDC
Educational Projects	18.0 CEUs per renewal cycle Mandatory prior approval of LPDC	1 clock hour= 0.1 CEUs	Log of activities with dates and times documented with signature of building principal or designee	Must apply educational skills and knowledge toward the development of a final project that enhances an individual's work in the profession or contributes to the educator's area of specialization

CONTINUING EDUCATION UNIT OPTIONS

Self-directed, guided options

OPTION	MAXIMUM CEUs	CEU VALUE	VERIFICATION	CRITERIA
Book Study	18.0 CEUs (180 hours per renewal cycle)	3.0 CEUs per completed book study	Copy or Original Certificate of Attendance or Certificate of Completion	Must be a book study through Ontario Schools or another educational institute
Educational Journal Article Reading	1.0 CEU (10 hours per renewal cycle)	0.2 CEU per article	Summary of the journal article must be submitted in format which can be shared with your peers.	Must be a peer reviewed journal from the educational field
Media Review	2.0 CEUs (20 hours per renewal cycle) Mandatory prior approval of LPDC	0.2 CEU per article	Summary of media must be submitted in the format which can be disseminated to your peers. Must present Activity Log	Must be media from the educational field that deals with professional issues and enhances the individual's professional development

CONTINUING EDUCATION UNIT OPTIONS

Self-directed, guided options

OPTION	MAXIMUM CEUs	CEU VALUE	VERIFICATION	CRITERIA
Peer Observation or Visitation	2.0 CEUs (20 hours per renewal cycle)	1 clock hour= 0.1 CEU	Log of activities with dates and times documented with signature of building principal or designee on Ontario Activity Log form	Visitation to examine facilities and/or witness innovative educational practice(s)
Educational Trips (with students)	18.0 CEUs (180 hours per renewal cycle)	1 clock hour= 0.1 CEU	Log of activities with dates and times documented with signature of building principal or designee	<p>Must be directly related to the educator's curriculum. May be used for the first time making the trip each license/ certification cycle.</p> <p>*Not conducted on school time. *Field trips for extra-curricular activities are not included</p>
Educational Trips (For the Teacher)	9.0 CEUs (90 hours per renewal cycle)	1 clock hour= 0.1 CEU	Log of activities with dates and times documented with signature of building principal or designee on Ontario Activity Log form	<p>Must be related directly to the educator's curriculum. May be used for the first time making the trip each license/ certification cycle</p>

CONTINUING EDUCATION UNIT OPTIONS

Self-directed, guided options

OPTION	MAXIMUM CEUs	CEU VALUE	VERIFICATION	CRITERIA
Publication of Original Work	18.0 CEUs (180 hours per renewal cycle)	18 CEUs per published article	Copy of the article	<p>Must contribute to the educational profession or add to the body of knowledge in the individual's specific field</p> <p>Must appear in a commercially published book or journal</p>
Grant Writing	3.0 CEUs (30 hours per renewal cycle)	1 clock hour= 0.1 CEU	Log of activities with dates and times documented with signature of building principal or designee on Ontario Activity Log form	Hours not dependent upon awarding of grant
Public School Works Training Courses	9.0 CEUs (90 hours per renewal cycle)	1 clock hour= 0.1 CEU	Print off Certificate of Completion found in "Forms" section of district website	Applies to on-line safety training courses required by district
Educational Video/ On-Line Courses	18.0 CEUs (180 hours per renewal cycle)	1 clock hour= 0.1 CEU	Certificate of Completion and description of course OR print-out of courses completed	Applies to any on-line course. May ask for pre-approval if in doubt

CONTINUING EDUCATION UNIT OPTIONS

New teacher training, mentoring, evaluation

OPTION	MAXIMUM CEUs	CEU VALUE	VERIFICATION	CRITERIA
<p>Cooperating Teacher</p> <p>For Student Teaching</p>	<p>18.0 CEUs (180 hours per renewal cycle)</p>	<p>9.0 CEUs per full term student teacher</p> <p>5.0 CEUs per half term student teacher</p>	<p>Letter from college/ university department chair or coordinator of student teaching</p>	<p>Must be supervisor of an undergraduate student practicing in the classroom setting</p>
<p>Cooperating Teacher</p> <p>For Other Field Experience</p>	<p>18.0 CEUs (180 hours per renewal cycle)</p>	<p>3.0 CEUs per student placement</p>	<p>Letter from college/ university department chair or coordinator of student placement</p>	<p>Must be supervisor of an undergraduate student practicing in the classroom setting <u>before</u> student teaching</p>
<p>Mentorship</p>	<p>18.0 CEUs (180 hours per renewal cycle)</p>	<p>9.0 CEUs per mentorship</p>	<p>Log of activities with dates and times documented with signature of building principal or designee on Ontario Activity Log Form</p>	<p>Must be mentoring another Ontario employee through an established mentoring program</p>

CONTINUING EDUCATION UNIT OPTIONS

Teaching staff or other adults

OPTION	MAXIMUM CEUs	CEU VALUE	VERIFICATION	CRITERIA
<p>Teaching a College Course</p> <p>Teaching a course at an accredited college or university</p>	<p>9 CEUs maximum per renewal cycle</p> <p>1.5 CEUs per semester hour course</p> <p>1.0 CEU per quarter hour course</p>	<p>1 clock hour= 0.1 CEU</p>	<p>Activity Verification Form from sponsoring institution</p>	<p>May be used the <u>first</u> time teaching the course in each license/certification cycle</p> <p>Workshop teachers can not simultaneously enroll in the workshop</p>
<p>Teaching an Adult Education Course in Teacher's Discipline</p>	<p>3.0 CEUs (30 hours per renewal cycle)</p>	<p>1 clock hour= 0.1 CEU</p>	<p>Activity Verification Form from sponsoring institution</p>	<p>May be used the <u>first</u> time teaching the course in each license/certification cycle</p>
<p>Teaching/ Presenting a Workshop or Seminar Series</p>	<p>9.0 CEUs (90 hours per renewal cycle)</p>	<p>1 clock hour= 0.1 CEU</p>	<p>Activity Verification Form from sponsoring institution</p>	<p>May be used the <u>first</u> time teaching/presenting the workshop or seminar series</p> <p>Workshop teachers can not simultaneously enroll in the workshop</p>

CONTINUING EDUCATION UNIT OPTIONS

OPTION	MAXIMUM CEUs	CEU VALUE	VERIFICATION	CRITERIA
<p align="center">Curriculum Committee</p>	<p align="center">6.0 CEUs (60 hours per renewal cycle)</p>	<p align="center">1 clock hour= 0.1 CEU</p> <p align="center">Must present Activity Log</p>	<p align="center">Log of activities with dates and times documented with signature of committee facilitator on Ontario Activity Log Form</p>	<p align="center">Must be formal committee organized by local agency or organization and supported by an administrator or designee</p>
<p align="center">Professional Committee</p>	<p align="center">18.0 CEUs (180 hours per renewal cycle)</p>	<p align="center">1 clock hour= 0.1 CEU</p> <p align="center">Must present Activity Log</p>	<p align="center">Log of activities with dates and times documented with signature of committee facilitator on Ontario Activity Log Form</p>	<p align="center">Must be a formal committee organized by a local, state, or national organization(s) or agency and must serve to enhance individual's professional growth</p>
<p align="center">Professional Meetings</p>	<p align="center">18.0 CEUs (180 hours per renewal cycle)</p>	<p align="center">1 clock hour= 0.1 CEU</p> <p align="center">Must present Activity Log</p>	<p align="center">Log of activities with dates and times documented with signature of committee facilitator on Ontario Activity Log Form</p>	<p align="center">Must be a formal meeting organized by a local, state, or national agency and be attended in a professional capacity before or after school hours or during personal prep time</p>

CONTINUING EDUCATION UNIT OPTIONS

<p>School Culture, Community Engagement and Student Relationship Development</p>	<p>18.0 CEUs (180 hours per renewal cycle)</p>	<p>1 clock hour= 0.1 CEU</p>	<p>Log of activities with dates and times documented with signature of building principal or designee on Ontario Activity Log Form</p>	<p>The activity must be an unpaid activity that supports your professional growth by engaging in meaningful activities that foster School Culture, Community Engagement, and Student Relationship Development.</p>
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