

**MID-EAST CAREER AND TECHNOLOGY CENTERS  
STANDARDS FOR COURSE WORK  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

**CONTINUING EDUCATION UNIT OPTIONS**

OPTION	MAXIMUM CEU's	CEU VALUE	VERIFICATION	CRITERIA
College Coursework		1 semester hour = 3 CEUs 1 quarter hour = 2 CEUs	Official transcript or original grade slips or original certificate of completion	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 area directly related to the individual's teaching assignment or working with students.
Professional Conference/ Workshop/Institute/ Associations/Academy or Inservice Credit		1 clock hour in workshops = .1 CEU	Activity Documentation*	Must include only time spent in those portions of the program contributing to the participant's knowledge, competence, performance, or effectiveness in education.
Publication of Original Work	6 CEUs per license cycle	6 CEUs for book 2 CEUs for article in a professional journal or magazine.	Copy of publication or document	Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must be a commercially published book or article.

\*Activity Documentation may include program, agenda or certificate of attendance.

OPTION	MAXIMUM CEU's	CEU VALUE	VERIFICATION	CRITERIA
National Board of Professional Teaching Standards Certification	6 CEUs per certificate/ license cycle for candidate completing process.	(Reviewed on an individual basis due to complexity of project.)	Activity Documentation* for candidate completing the process. (Reviewed on an individual basis due to complexity of project.)	Must be in the subject area of the individual's assignment. Certificate must be completed or participation as candidate must be verified by the expiration date of the Ohio certificate/license.
Mentoring	3 CEUs per year	3 CEUs	Activity Documentation* Timesheet/Log	Must be mentoring of teacher, administrator or specialist through the Entry Year Program.
Coaching	1 CEU per year	1 CEU	Activity Documentation* Timesheet/Log	
Cooperating Teacher	1.5 CEUs per semester 1 CEU per quarter per license cycle		Activity Documentation*	Must be supervisor of undergraduate student, graduate student, undergraduate intern or student teacher.
Teaching a College Course	1.5 CEUs per semester course 1 CEU per quarter course Max 3 CEUs per year		Activity Documentation*	May be used for the <b>first</b> time teaching the course each license/certificate cycle.
Teaching an Adult Career-Technical Education Course	1.5 CEU per semester course 1 CEU per quarter course Max 3 CEUs per year		Activity Documentation*	May be used for the <b>first</b> time teaching the course each license/certificate cycle.
Professional Presentation	1 CEU per license cycle	1 clock hour of presentation beyond contract day = .1 CEU	Activity Documentation*	Applies to <b>first</b> presentation for each license/certificate cycle
Self-directed educational project which applies professional reading, research, and/or educational travel leading to the development of a final project	4 CEUs per license cycle	1 clock hour = .1 CEU Documented clock hours in planning and preparing	Activity Documentation* A copy of the final product or report of the project	<b>** Project must have "Special Projects Pre-approval form"</b> and final approval after completion and verification by LPDC, excluding development of course of study.

**\*Activity Documentation may include program, agenda or certificate of attendance.**

**\*\*Project must have "Special Projects Pre-approval form" submitted and approved before beginning project.**

OPTION	MAXIMUM CEU's	CEU VALUE	VERIFICATION	CRITERIA
Curriculum Development	3 CEUs per license cycle	1 clock hour .1 CEU	Activity Documentation*	Must be service on formal committee organized by district, community, state, national or international education agency or organization.
Grant Writing	6 CEUs per license cycle	1 clock hour beyond contract day = .1 CEU	Activity Documentation* Documented clock hours in planning and preparing.	<b>**Project must have "Special Projects Pre-Approval form"</b> CEUs not dependent on awarding of grant.
Related Work Experience or Externship	12 CEUs per license cycle	1 clock hour = .1 CEU	Activity Documentation* Documented clock hours	<b>**Project must have Special Projects Pre-approval form"</b> Must enhance individual work in the profession or contribute to teacher's specialization.

**\*Activity Documentation may include program, agenda or certificate of attendance.**

**\*\*Project must have "Special Projects Pre-approval form" submitted and approved before beginning project.**