

# CONTINUING EDUCATION CREDIT FORM (CEU)

Application for non-academic certification renewal credit  
NPUC- Office of Education

A teacher may choose to meet a portion of the denominational certification renewal requirements for the **Standard Certificate** (up to 9 of the 15 quarter hours) and all of the **Professional or Administrator's Certificate** renewal requirements (9 quarter hours) through participation in non-academic, education-related activities which may be accumulated over the entire renewal period. See reverse side for recognized activities.

Application for non-academic credit earned during the employment year, July 1 to June 30, must be made **annually** to the local conference superintendent who will forward it to the North Pacific Union Conference Office of Education no later than August 1. (Academy teachers may turn forms in to their principal who will sign them and forward them to the NPUC.)

- CEU forms are to be turned in at the **end of each academic year**.
- Do **not** list college courses; instead, request colleges to send official transcripts directly to the NPUC Office of Education.
- **Use online form** if possible. Forms will be returned if they are unreadable, lacking activity description or cover multiple years.
- Clock hours will be converted to quarter credit on the status report (10 hours = 1 CEU; 2 CEUs = 1 qtr. credit)

Month	Day(s)	School Year	Activity (Include a complete description of each activity)	Clock Hours
<b>School Year:</b>			<b>Technology Clock Hours</b>	
<b>Total Clock Hours</b>				

\_\_\_\_\_  
Teacher Name -Print

\_\_\_\_\_  
Conf Superintendent *or* Academy Principal - Print

\_\_\_\_\_  
Teacher Name - Signature

\_\_\_\_\_  
Conf Superintendent *or* Academy Principal – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date **REVISED 9/17**

## RECOGNIZED NON-ACADEMIC CERTIFICATION RENEWAL ACTIVITIES

Educators benefit when earning CEUs in a variety of professional development activities. These activities include the following which are listed in three categories. Activities from at least two different categories should 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 DEVELOPMENT ACTIVITY (Independent)	TYPICAL CEU VALUE
<b>PROFESSIONAL LEARNING</b>	
a. Complete the NAD Professional Growth Reading Plan	3.0 CEUs total/year
b. Professional reading of books	0.1 CEU per 50 pgs 3.0 CEUs total/year
c. Complete continuing education course (submit certificate *1	Provider assigned
<b>PROFESSIONAL DEVELOPMENT ACTIVITY (Group)</b>	
d. Attend a professional conference, workshop, or seminar	0.1 CEU/hour
e. Attend a denominational conference, workshop, or seminar	0.1 CEU/hours
f. Participate in prearranged educational travel	0.5 CEU/day 3.0 CEUs total/year
<b>PROFESSIONAL COLLABORATION</b>	
g. Supervision of a student teacher	0.2 CEU/week
h. Mentoring in a conference-sponsored mentoring program	2.0 CEUs total/year
i. Participation in a study group or learning community	0.1 CEU/hour
j. Peer observation with follow-up reflective learning	0.1 CEU/hour
k. Field testing (piloting) NAD curriculum materials	NADOE assigned
l. Serving on a school evaluation visiting team (other than your own school)	0.5 CEU/day
m. Participation in education committees/boards	0.1 CEU/hour
<b>PROFESSIONAL PRESENTATION AND WRITING</b>	
n. Teach a university course	CEU equivalent of course Value *2
o. Presenting at an education conference, workshop or seminar	0.3 CEU/hour *3
p. Writing a published journal article (non-peer reviewed)	1.0 CEU/article
q. Writing a published peer reviewed professional article	3.0 CEUs/article
r. Writing and publishing a book on an educational topic	4.0 CEUs/100 pages

### NOTE ON TECHNOLOGY IN THE CURRICULUM

Educational technology in the classroom is a tool for teaching and learning. It is not a discrete set of technical competencies acquired but a constantly improving capacity for integrating technology to support student learning. Developing instructional skills supported expertly by educational technology is ongoing for educators as technology rapidly changes and new possibilities for curriculum emerge. This requirement may be fulfilled as follows:

- A. Complete course work that includes the concepts and the practice of integrating technology into the classroom resulting in a positive impact on student learning. Such course work should be aligned with the description stated above and accepted national standards for educational technology (see: [www.iste.org](http://www.iste.org)). Request official transcripts to be sent directly to the NPUC.
- B. The initial requirement is a 3 quarter hour course for academic credit on the integration of technology in the classroom. Educators who currently hold a Basic, Standard, Professional, or Administrator's certificate on the effective date of this policy are exempt from the initial requirement, but must fulfill the renewal requirement which is 1 quarter credit course or 20 clock hours in workshops, seminars, or other acceptable professional activities that addresses integrating technology in the classroom.
- C. Graduates from an approved Seventh-day Adventist teacher education program or a college/university that holds regional accreditation after September 1, 1998, will be deemed to have fulfilled the initial requirement as stated in B.

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1. Courses offered as non-academic credit from *Adventist Learning Community* and other educational/professional organizations.
  2. CEU credits earned are double the equivalent CEUs for the academic credit offered
  3. Per hour of presentation scheduled by the sponsoring educational organization
  4. Please note that as of January, 2015 hours are no longer credited for First-Aid/CPR Training unless it is your first training.