

Pacific Union Conference Standard, Professional, and Administrator Certificate of Renewal
Application for Continuing Education Credits (CEUs) – 2016-2017 School

Please return the completed and signed form to the Office of Education no later than **June 16, 2017**.

Date: _____ Teacher: _____ School: _____

Date	Central California Conference	Clock Hrs Possible	Clock Hrs Earned
August 15	Teacher In-Service	6	
August 15	Principals' Council	2	
August 26	Superintendents' Council	6	
September 29	CCC 9-12 Curriculum Committee	6	
October 13	Board of Education	4	
October 20	CCC Elementary Curriculum Committee	6	
December 1	Board of Education	2	
January 30-31	English Teacher In-Service (early session 2 hrs., regular session 8 hrs.)	8-10	
February 9	Board of Education	4	
February 16	Principals' Council	4	
May 4	Principals' Council	3	
May 4	CCC Secondary Curriculum Review	10	
April 20	Board of Education	4	
School Year	WASC/AAA Training (3 stages provided by AAA/WASC online)	15	
School Year	Bible Challenge Committee	15	
School Year	Spelling Bee Committee	30	
School Year	Friendship Games Sports Ministry Commissioners	25	
	Pacific Union Conference		
September 18-19	Small Schools K-2, 1-4 Multi-Grade Workshop	10	
September 22-24	Union Student Leadership Conference	6	
October 3	Focus on Learning Training for Chairs & Visiting Committee Members	5	
October 4-5	Union K-12 Curriculum Committee Meeting	10	
November 14	Educational Leadership Council	4	
November 15-16	Fall Education Council & Principals' Council (7 hours per day attended)	7-14	
February 7	Educational Leadership	4	
February 8	Superintendents' Council	4	
February 27-28	Union K-12 Curriculum Committee	10	
April 10	Educational Leadership Council	4	
April 11-12	Spring Education Council (7 hours per day attended)	7-14	
April 24-25	Elementary <i>Encounter</i> Train the Trainers	16	
School Year	Secondary Self-Study Coordinating Committee Chairs (4-day visit)	30	
School Year	Secondary AAA/WASC Visiting Committee Team Member (10 clock hrs/day, see criteria on bottom of next page)	10 - 40	
School Year	Elementary/Junior Academy School Evaluation Visiting Committee Member – One day (10 hrs), Two days (20 hrs) (See criteria on bottom of next page)	(10) or (20)	

School/Conference Approved/Sponsored (Must have prior approval from CCC Office of Education):

January 3-5, 2017	Mt. Hermon Summit	25	
June 7-9, 2016	DI Train the Trainer, Model Classroom Training	25	

Professional Conferences / Meetings, and Regional / National Conventions and other Professional Activities:

July 18-22, 2016	DI Convention – Las Vegas (6 hours per each day attended)	Up to 30	
June 20-24, 2016 or June 26-30, 2017	EXSEED Workshop for Math, Science, and Technology Teachers	50	
School Year	ASCD PD In-focus (please list topics on back)	Up to 50	
School Year	NAD and TDEC sponsored Webinars (please list topics on back)	1 each	
June 2016 or 2017	NAD Summer Committees	25 per week	

Professional Growth Reading Plan: (25 clock hours) I, _____, certify that I have read the 5 issues of the *Journal of Adventist Education* and at least one book from Group B and 4 other books from two or more different categories on the Pacific Union Conference reading list. **I understand that I cannot receive partial credit for doing a portion of this requirement.**

Current Certificate: _____ Year Expires: _____

Teacher Signature: _____

School Administrator Signature: _____ Conference Administrator Signature: _____

Office of Education Use Only

Total Number of Clock Hours: _____

CONTINUING EDUCATION CREDIT CRITERIA AND GUIDELINES

Effective 9-1-2016

The following criteria and guidelines apply to Continuing Education Units (CEUs) for participation in professional activities by education personnel in the Pacific Union Conference. Formula: 1 CEU= 10 clock hours; 2 CEU=20 clock hours; 1 quarter academic credit = 2 CEUs (20 clock hours).

1. Twenty (20) clock hours will equal one quarter hour of non-academic Continuing Education Units.
2. Satisfactory involvement in professional activities shall be verified by the conference office of education on the approved form.
3. The report of involvement in professional activities is to be submitted to the conference office of education annually on the approved form. In special circumstances, an activity for which CEU credit is desired may be granted for the previous school year.
4. Continuing Education Units **are not applicable** for the renewal of the Conditional or Basic Certificates.
5. Continuing Education Units may be applied to renewal of the Standard, Professional and Administrator Certificates as follows:
 - a. Renewal of the Standard Certificate–Renewal of the Standard Certificate requires fourteen (14) quarter hours which a minimum of six (6) quarter hours of academic credit must be earned in an accredited institution.
 - b. Renewal of the Professional Certificate–Renewal of the Professional Certificate requires nine (9) quarter hours which may be earned by either academic credits or approved Continuing Education Units.
 - c. Renewal of the Administrator Certificate–Renewal of the Administrator Certificate requires nine (9) quarter hours which may be earned by either academic credits or approved Continuing Education Units.
6. Professional activities submitted for credit are to contribute directly to the professional growth and enhance the employee's professional skills or expertise. These include but are not necessarily limited to the following:
 - a. Professional Growth Reading Certificate – Twenty-five (25) CEUs of professional activity credit. **No partial credit allowed.**
 - b. Education tours. Prior approval must be received for a tour for which Continuing Education Credit is desired. Twenty (20) clock hours or one quarter hour per week with a maximum of six (6) quarter hours per five years will be granted.
 - c. Professional reading, viewing video tapes and/or listening to audio tapes. A total of two (2) quarter hours may be granted per year subject to the following:
 - (1) Prior approval for the activity shall be received from the superintendent of schools or designee.
 - (2) The content of the activity must be based on current educational related topics of research in education.
 - d. School-sponsored in-service activities or special programs under the auspices of the principal.
 - e. Union and/or local conference sponsored activities. The designed number of hours allowed for the activity will be designated by the sponsoring organization.*
7. Supervision of student teachers (up to 100 clock hours of credit per renewal).
 - a. Classroom teachers who supervise one (1) or more methods students may be granted 20 clock hours of credit for each quarter that they supervise.
 - b. Classroom teachers who supervise a student teacher may be granted 40 clock hours of credit per quarter.
 - c. Classroom teachers who supervise a student for pre-week observations may be granted 20 clock hours per week.
 - d. The above credits shall be limited to a total of 100 clock hours of credit per certificate renewal.
8. Approved miscellaneous activities. [Clock hours are approved by the conference office of education personnel.]
 - a. Teaching higher education courses. Equivalent hours granted in clock hours.
[Example: Two quarter hour course would be 40 clock hours.]
 - b. Conference and/or union approved committees, i.e. Board of Education, Executive Committee.
 - c. Conference mentor teacher program.
 - d. Submission of articles for CIRCLE, etc.
 - e. College/University publication workshop.
9. The following do not qualify for Continuing Education Credit:
 - a. Classes, workshops and/or seminars of which academic credit is received.
 - b. Any activities which arise out of the normal course of a person's duties, i.e., sponsorship on school tours.
 - c. Membership on a school planning, school standing or ad hoc committees.

*Union Curriculum Committee - 10 clock hours; Union Fall and Spring Education Councils - 14 clock hours each (7clock hours per day of attendance).

*School Evaluations: Elementary/Junior Academy (one day visit team member) – 10 clock hours
Elementary/Junior Academy (two day visit team member) – 20 clock hours
Elementary/Junior Academy Visiting Committee Chair – 30 clock hours (2 day visit)

K-12, K-10 or 9-12 (WASC School Self-study coordinating Committee chairs) – 30 clock hours (4 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) – 40 clock hours (4 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) – 20 clock hours (2 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) – 10 clock hours (1 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Chair) – 90 clock hours (4 day visit)

Revised 4/2016