

**Pacific Union Conference Standard, Professional, and Administrator Certificate of Renewal
Application for Continuing Education Credits (CEUs) – 2017-2018 School**

Please return the completed and signed form to the Office of Education no later than **June 12, 2018**.

Date: _____ Teacher: _____ School: _____

Date	Central California Conference	Clock Hrs Possible	Clock Hrs Earned
August 15	Teacher In-Service – Clovis	6	
August 17	Principals' Council	2	
September 28	CCC 9-12 Curriculum Committee	6	
October 5	Principals' Council	4	
October 19	Board of Education	4	
October 24	CCC Elementary Curriculum Committee	6	
October 26	Principals' Training—Supervision of Instruction	1.5	
November 30	Board of Education	2	
December 7	AAA Visiting Committee Orientation	5	
February 15	Board of Education	4	
February 22	Principals' Council	4	
April 26	Board of Education	4	
May 3	Principals' Council	2	
May 3	CCC Secondary Curriculum Review	3	
School Year	WASC/AAA Training (3 stages provided by AAA/WASC online)	15	
School Year	Bible Challenge Committee	15	
School Year	Spelling Bee Committee	25	
School Year	Friendship Games Sports Ministry Commissioners	25	
School Year	Mentor-Mentee Training (Veteran Mentor Teachers - full participation)	55	
School Year	Mentor-Mentee Training (Mentee Teachers - full participation)	50	
Pacific Union Conference			
July 27	Superintendents' Council	6	
September 17-18	Small Schools 5-8 Multi-Grade Workshop	10	
September 21-23	Union Student Leadership Conference	6	
October 9	Registrars' In-service	5	
October 10	Focus on Learning Training for Chairs & Visiting Committee Members	5	
October 10	Renweb Training	5	
October 11	Union K-12 Curriculum Committee Meeting	6	
November 13	Educational Leadership Council	4	
November 14-15	Fall Education Council & Principals' Council (7 hours per day attended)	7-14	
January 29-30	Science Teacher In-service	Mon/Tues 10 or Tues 8	
February 7-8	Elementary <i>Encounter</i> Training	16.5	
February 26	Union K-12 Curriculum Committee	6	
April 9-10	Educational Leadership Council/Superintendents' Council	TBD	
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):**

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

July 10-14, 2017	DI Convention – Las Vegas (6 hours per each day attended)	Up to 30	
June 19-23, 2017 OR June 18-22, 2018	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 13-30, 2017 OR June 18-22, 2018	NAD Summer Committees	25 per week	

Professional Growth Reading Plan: (30 clock hours) I, _____, certify that I have read the 4 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