

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. CEUs are not recorded for those holding a **Conditional Certificate** and only technology clock hours are recorded for those holding a **Basic Certificate**.

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.
- Do **not** list classes taken through ALC – those automatically are reported to the Union Registrar for recording.
- **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)
- Please only list clock hours – Do **not** try to convert your clock hours to CEUs, it will happen automatically.

Month	Day(s)	School Year	Activity (Include a complete description of each activity)	Clock Hours
School Year:			Technology Clock	
Other Professional Development Clock Hours				
Total Clock Hours				

Teacher Name -Print

Conf Superintendent *or* Academy Principal - Print

Teacher Name - Signature

Conf Superintendent *or* Academy Principal – Signature

Date

Date

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
PROFESSIONAL LEARNING	
a. Complete the NAD Professional Growth Reading Plan	3.0 CEUs total/year
b. Professional reading of books	0.1 CEU per 50 pages 3.0 CEUs total/year
c. Complete continuing education course (submit certificate *1	Provider assigned
PROFESSIONAL DEVELOPMENT ACTIVITY (Group)	
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
PROFESSIONAL COLLABORATION	
g. Supervision of a student teacher	0.2 CEU/week
h. Mentoring/Coaching in a conference-sponsored 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
PROFESSIONAL PRESENTATION AND WRITING	
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

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.
5. As of September 2021, there is no longer and technology requirement for every renewal period, the initial Technology in the Curriculum course is still required before issuance of full SDA Teacher certification.