

## Guilford Public Schools

# Criteria for Continuing Education Units (CEU's) and CEU Equivalents

Newmann (1996) and his associates found that leaders of [successful] schools realized that increasing the knowledge and skills of individual teachers was not sufficient to foster sustained school improvement.

They focused instead on increasing the capacity of the organization by placing issues of teaching and learning at the center of the dialogue among the entire school community.

Dufour, et al., (2005). *On Common Ground*, p. 19.

# Guilford Public Schools Continuing Education Units (CEU's)

## General Information

Activities eligible for CEUs or their equivalent should be preapproved by the CEU Coordinator at least 2 weeks prior to the activity.

Effective 1/1/10, all aspects of GPS continuing education units are handled electronically through ProTraxx.

Award Type	What to Do	When to Use	Outcome
CEUs	<ul style="list-style-type: none"> <li>▪ See building administrator at least 2 weeks before start date so Activity can be created in ProTraxx and electronically submitted for approval by CEU Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Guilford sponsored activities where opportunity for participants to learn and investigate, experiment, consult or evaluate practices which promote student learning</li> <li>▪ Other activities involving application of learning in school-based settings (study teams, curriculum development, looking at student work, school-wide improvement initiatives, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete electronic evaluation through ProTraxx within 2 weeks of activity completion to receive CEUs.</li> </ul>

Award Type	What to Do	When to Use	Outcome
CEU Equivalents	<ul style="list-style-type: none"> <li>▪ Complete Part I of CEU Equivalent Request Form and return to building administrator at least 2 weeks before start date</li> <li>▪ Administrator approves Form at building level, creates Activity in ProTraxx and electronically submits it for approval to CEU Coordinator. Administrator also forwards CEU Equivalent Request Form to Coordinator</li> <li>▪ CEU Coordinator approves/denies request and determines evaluation documentation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Action research</li> <li>▪ Peer coaching</li> <li>▪ Develop and facilitate district learning activities</li> <li>▪ Professional learning held outside of Guilford where CEUs are not offered</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have CEU Verification Form signed by provider and turn in to CEU Coordinator upon completion of program along with written documentation as noted in Part I of CEU Equivalent Request Form.</li> <li>▪ CEU Equivalents awarded through ProTraxx</li> </ul>

Award Type	What to Do	When to Use	Outcome
CEUs from SDE	<ul style="list-style-type: none"> <li>No district action taken, consult State Department of Education</li> </ul>	<ul style="list-style-type: none"> <li>Three semester hours of <u>graduate</u> credit, awarded by a regionally accredited institution, will be accepted as equivalent to 4.5 CEUs, if the credit is in teacher's current endorsement area, or if the credit is being applied to a new endorsement.</li> </ul>	<ul style="list-style-type: none"> <li>CEUs awarded by SDE</li> </ul>

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Effective November 2010

1. Application for CEUs for Guilford sponsored activities should be submitted two weeks prior to the activity via ProTraxx. Your building administrator can supply more information before the electronic form is forwarded to the CEU Coordinator.
2. Workshops are eligible for CEUs only if there are opportunities for participants to learn and investigate, experiment, consult, or evaluate practices which promote student learning. CEU credits will reflect the actual time spent in the learning process in hourly increments. No portions of an hour can be considered.
3. All evaluations should be submitted within two weeks of activity completion to receive CEUs.
4. Other activities involving application of learning in school-based settings (study teams, curriculum development, looking at student work, school-wide improvement initiatives, etc.) which enhance the ability of educators to increase student learning may also be eligible for CEUs.
5. CEU Equivalents may be earned for learning experiences directly contributing to teacher competence such as (1) peer coaching, (2) facilitating district learning activities and (3) action research.
6. CEU Equivalents may also be earned for professional learning held outside of Guilford where CEUs are not offered; however, a CEU Equivalent Request Form must be pre-approved at the building level and submitted through ProTraxx. The CEU Equivalent Request Form must be accompanied by an application of learning and/or agenda when submitted to the CEU Coordinator for final approval. NOTE: All requests received in the central office after the activity start date will not be approved. This is a State requirement.
7. Graduate courses taken from an approved institution for CEUs must be documented by an official College or University transcript showing completion and credit hours awarded. The Office of Certification will calculate CEU equivalents for graduate courses. Typically, one graduate credit equals 15 contact hours or 1.5 CEUs. Visit the state website for more information. <http://www.sde.ct.gov/>
8. Teachers and administrators serving under the Professional Certificate are responsible for maintaining 90 hours (9 CEUs) of continuing education for the subsequent five-year period.

GUILFORD PUBLIC SCHOOLS  
CEU Equivalent Request Form

Please complete the front side of this form at least 2 weeks prior to the program start date and turn into your building administrator for submission into ProTraxx.

- (1) Fill-in ALL of Section I - REQUEST
- (2) Attach agenda or written application of learning
- (3) Submit to your building administrator for building level approval and submission into ProTraxx
- (4) This form will be returned to you after the CEU Coordinator has approved it. Please note the required evaluation method and use the back side of this form for VERIFICATION by the presenter.

**I. REQUEST (prior to activity):**

**PLEASE PRINT LEGIBLY OR TYPE. MAKE A COPY FOR YOUR RECORDS BEFORE TURNING IN.**

Your Name: \_\_\_\_\_ School: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Title of Activity: \_\_\_\_\_ Location: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

\_\_\_\_\_ An agenda or description of activity is attached

\_\_\_\_\_ My written proposal/application of learning is attached

Principal's Approval \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by CEU Manager**

CEU Manager Approval \_\_\_\_\_ Date \_\_\_\_\_

Number of CEU's to be given upon successful completion of the activity \_\_\_\_\_

Type of Evaluation required to earn CEUs \_\_\_\_\_

**CEU Equivalents will NOT be awarded unless approval has been given prior to the activity**

GUILFORD PUBLIC SCHOOLS  
CEU Equivalent Verification Form

If you're applying for equivalents for an out-of-district program, take this form with you and have it completed by the presenter (Part A below).

If this is for an in-district workshop, follow the directions for Part B (below).

**II. VERIFICATION (following activity):**  
**Complete Part A or Part B**

**A. IF THE WORKSHOP WAS HELD OUT-OF-DISTRICT, THE STATEMENT BELOW SHOULD BE COMPLETED AND SIGNED BY THE PRESENTER OR PROGRAM CONTACT PERSON.**

REMEMBER TO ATTACH YOUR EVALUATION DOCUMENTATION AS OUTLINED IN PART I ON THE REVERSE SIDE BEFORE RETURNING THIS COMPLETED FORM TO THE CEU COORDINATOR.

THIS CERTIFIES THAT \_\_\_\_\_ (name) has attended the

\_\_\_\_\_  
(title of session)

for \_\_\_\_\_ hours.

\_\_\_\_\_  
(Signature of presenter/contact person)

\_\_\_\_\_  
(Today's Date)

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**B. IF THE CEU EQUIVALENT IS FOR SERVICES WITHIN THE DISTRICT, PLEASE ATTACH YOUR EVALUATION DOCUMENTATION AS OUTLINED IN PART I ON THE REVERSE SIDE, AND ANY OTHER PERTINENT INFORMATION SUCH AS A LOG OF ACTIVITIES.**

**CEU Equivalents will NOT be awarded unless approval has been given prior to the activity**

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**FOR CENTRAL OFFICE USE ONLY:**

Activity Number Assigned \_\_\_\_\_ - \_\_\_\_\_

# of CEUs awarded to each participant \_\_\_\_\_

Evaluation forms completed: \_\_\_\_\_ Yes \_\_\_\_\_ No

Date CEU Certificate issued: \_\_\_\_\_

Signature: \_\_\_\_\_