**Ohio Hi-Point Career Center**

**Professional Development/LPDC**

**CEU Activities List**

**For the 2019 School Year, representatives include Ryan Gilbert, Lisa McCullough, Cheryl Hess, Tonya Ramey, Brad Richardson, Cindy Harlan, and Melissa Gonglik. You can email** [**rgilbert@ohiohipoint.com**](mailto:rgilbert@ohiohipoint.com) **for help using** [**www.mylearningplan.com**](http://www.mylearningplan.com) **to submit documents. You need an IPDP on file to receive CEUs. 18 CEUs (180 hours) are needed per five-year license cycle. Provisional licenses, such as RESA 4 years, do not accrue CEUs.**

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| **Activity Number** | **CEU Value** | **Verification** | **Criteria** |
| **1. Technology training** | 1 clock hour = 0.1 CEU | Course outline or verification, time log, and Documentation of Completion | Must be hands-on training related and applicable to the employee’s area of responsibility. |
| **2. On-line courses** | 1 clock hour – 0.1 CEU  (12 CEU’s max per license cycle) | Course outline or verification, time log, and Documentation of Completion | Courses must be ***in addition*** to those required by law for employees.  Courses must be related and applicable to the employee’s area of responsibility. |
| **3. College courses**  **(graduate or undergraduate)** | 1 semester hr. = 3 CEU’s  1 quarter hr. = 2 CEU’s | Official transcripts, original grade slips, or  original Certificate of Completion | Must be taken through an accredited college or other approved post-secondary educational institution.  Must be taken for credit with a grade of “C” or better, a “P” in pass/fail courses.  Coursework must be in education or in a content area directly related to the individual’s teaching assignment or work assignment. |
| **4. Professional conference/workshop** | 1 clock hour = 0.1 CEU | Documentation of Completion Form and conference/workshop agenda | Must include only time spent in those portions of the program that contribute to the participant’s knowledge, competence, performance, or effectiveness in performing job duties. |
| **5. Publication of original work in professional publication** | Up to 12 CEU’s for book  (12 max per cycle)  Up to 3 CEU’s for article  (6 CEU’s max per license cycle) | Copy of publication or document, time log, and Documentation of Completion form | Must contribute to the education profession or add to the body of knowledge in the individual’s specific field. Must be a commercially published book or article. |
| **6. National Board Certified Teacher Certification** | Completion and verification in area of assignment during licensure cycle = all required CEU’s.  (18 CEU’s max per license cycle) | Valid copy of National Board Certificate (or Documentation of Completion form for candidate not completing certification) | Must be in the subject area of the individual’s assignment. Certificate must be obtained or participation as candidate must be verified. |
| **7. Master Teacher Certification** | 1 clock hour = 0.1 CEU’s  (3 max per cycle) | Copy of documentation from master teacher committee or copy of the advanced license; time log; Documentation of Completion. | Must be in subject area of the individual’s assignment. |
| **8. Serving as officer in local, state, or national professional organization** | 1 clock hour = 0.1 CEU  (6 CEU’s max per license cycle) | Meeting minutes or verification from organization president or secretary.  Documentation of Completion | Service must be in an organization directly related to the individual’s work assignment. |
| **9. Participation on approved district, state, or national committee or board** | 1 clock hour = 0.1 CEU  (3 CEU’s max per license cycle) | Meeting minutes or verification from organization president or secretary.  Documentation of Completion | Service must be in an organization directly related to the individual’s work assignment. |
| **10. Serving on advisory committee outside of OHP district** | 1 clock hour = 0.1 CEU  (3 CEU’s max per license cycle) | Meeting minutes or verification from organization president or secretary.  Documentation of Completion | Service must be in an organization directly related to the individual’s work assignment. |
| **11. Advisor (CTSO or other approved student organization).** | 1 clock hour = 0.1 CEUs  (6 CEU’s max per license cycle) | For CTSO advisors, professional meeting requests or letter from supervisor; Documentation of Completion.  Other activities require the above in addition to pre-approval from the LPDC and supervisor and a time log. | Must be an OHP-sponsored student organization related to the individual’s assignment. |
| **12. Mentoring new teacher (or employee) or teacher (or employee) advancing their licensure** | Full – Max 9 CEU’s per cycle  Partial – Max 4.5 CEU’s per year | Time log, approval approval/documentation, and Documentation of Completion form | Must be mentoring a new teacher, administrator, or support staff or one advancing their licensure. |
| **13. Cooperating teacher** | 3 CEU’s per cycle max | Approval/signature from supervisor, time log, and Documentation of Completion form | Must be supervisor of undergraduate student, graduate student, or undergraduate intern or student teacher. |
| **14. Teaching a college course or adult education class/course** | 3 CEU’s per semester course  2 CEU’s per quarter course  (3 CEU’s max per year) | Course syllabus and Documentation of Completion form | May be used for the ***first*** time teaching the course each license cycle. |
| **15. State or national program industry standard activities** | Completion and verification in area of assignment during certification cycle = all required CEU’s  (18 CEU’s max per license cycle) | Valid copy of the certificate, time log, and Documentation of Completion form | Must be in subject area of individual’s assignment. Certificate must be completed or participation of candidate verified by certifying entity. |
| **16. Professional presentation at district, regional, state, or national meeting** | **Original: 1 clock hour of presentation beyond contract day = 0.1 CEU’s (2 CEU max per licensure cycle) *3 hr of prep time for each hr of presentation***  **New: 1 clock hou of presentation = 0.1 CEU. Additionally, may claim up to *3 hr of prep time for each hr of presentation*** | Presentation outline, time log, and Documentation of Completion form | **Preparation credit applies to *first* presentation of same material for each license cycle.**  **Addendum: 1 hour per hour of presentation, but not prep, can be claimed for additional presentations in the license cycle.** |
| **17. Self-directed educational project (professional reading, research, educational travel) which applies educational skills and knowledge toward a final project** | 1 clock hour = 0.1 CEU’s  Documented clock hours in planning & preparing  (4 CEU’s max per license cycle) | Copy of final product or report of project, time log, and Documentation of Completion form | Project must have prior approval of administration and LPDC and final approval and verification after completion by administration and LPDC, excluding development of course of study. |
| **18. Curriculum development** | 1 clock hour = 0.1 CEU’s  (3 CEU’s max per license cycle) | Completed curriculum, time log, and Documentation of Completion form | Must be service on formal committee organized by district, state, national, or international education agency or organization. |
| **19. Grant writing** | 1 clock hour beyond contract day = 0.1 CEU’s  (6 CEU’s max per license cycle) | Completed grant proposal, time log, and Documentation of Completion form | CEU’s not dependent upon awarding of grant. Documented clock hours in planning and preparing are. |
| **20. Related work experience or externship** | 1 clock hour = 0.1 CEU’s  (12 CEU’s max per license cycle) | Verification from employer or externship supervisor, time log, and Documentation of Completion form | **Must enhance individual’s work in the profession or contribute to teacher’s specialization. Must be pre-approved by the individual’s supervisor as contributing to the individual’s assignment-related content knowledge.** |
| **21. Other pre-approved activities** | Determined at time of approval by LPDC Committee | Determined at time of approval by administrator and LPDC Committee | Activity must have prior approval of administration and LPDC and final approval and verification after completion by administration and LPDC |