



## LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

### Earning CEU's

Currently, there are four ways for a certificated staff member to receive CEU's within the school district:

#### **PROFESSIONAL DEVELOPMENT HOURS**

**These are the contractual hours of professional development offerings posted on PD Express.**

- You must register for these hours on PD Express.
- The contact hours taken from these workshops are automatically converted to CEU credit.
- PD hours and CEU credit are posted on PD Express on the Transcript of All Completed PD.

#### **CONTACT HOURS FOR DISTRICT-SPONSORED ACTIVITIES**

**These are District-sponsored staff development opportunities that grant automatic CEU credit.**

- Examples of these activities include workshops on waiver days, drug-free workshops, training, etc.
- The contact hours taken from these workshops are automatically converted to CEU credit.
- PD hours and CEU credit are posted on PD Express on the Transcript of All Completed PD.

**Prior to the activity, Principals or Facilitating Directors must contact Novella Stevens in the PD Department so that sign-in sheets can be generated.**

- Teachers will sign in during each staff development activity.
- The sign-in sheets will be forwarded to Novella.

#### **OUTSIDE-OF-DISTRICT PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

**These are activities that staff members attend outside of the district at which they receive contact hour certificates / documentation.**

Examples include workshops at TCESC, ODE, NEOMIN, etc. Staff members can request that these contact hours are converted to CEU's.

- Certificate information must be entered through PD Express where they will be reviewed for approval. *Please see the final page, How to Request Conversion of Out of District Contact Hours and "Other Activities" to CEU Credit through WLPDC.*
- Original certificates must be submitted to Tracey Gabriele, in the Office of Human Resources. The original certificate will be held for verification; please make a copy of certificate before submission.
- The certificate and the information on PD Express will be reviewed by the WLPDC Committee at its next scheduled meeting.
- Once approved, your PD Express transcript will reflect the contact hour to CEU conversion.

**Note** Ensure that these are pre-approved agencies (see list of Pre-approved Professional Development Providers). If not, complete "Workshop Continuing Education Unit: WLPDC Approval" (WLPDC for D – Part 1). Complete the section addressing pre-approval of a non-approved workshop and send in to WLPDC for review. Without pre-approval, there is a risk of **non**-approval of CEU credit.

## **CEU'S THROUGH "OTHER ACTIVITIES"**

These are additional activities through which staff members can potentially receive CEU's including:

- ✓ work on various committees (i.e. LPDC, PD, mentoring, etc.),
- ✓ service on various teams (TBT, BPLT, BLT, DLT)
- ✓ attendance at professional development meetings (before/after school staff development, grade level or content meetings, department meetings).
- A documentation log is to be kept and verified/initialed by the facilitator **at the time of the meetings** (see Form E).
- Staff members may receive a maximum of 2.0 CEU's (20 clock hours) for each, **separate** activity for which documentation is provided.
- Staff members must document the length of the meeting in hours and minutes, in five-minute increments (ex. 25 minutes, 55 minutes, 1 hour 30 minutes, etc.).
- Either when the maximum number of hours has been accrued (20 hours), or at the end of the current school year, enter the information on PD Express. *Please see the final page, How to Request Conversion of Out of District Contact Hours and "Other Activities" to CEU Credit through WLPDC.* Submit the completed form (Form E) to WLPDC for review **prior to June 30** of the current school year. Please send to Tracey Gabriele, Human Resources. No "other activities" will be approved from previous years.
- Once approved by WLPDC, you will see CEU verification on PD Express transcript.

**If you have any questions, please see a member of WLPDC Committee:**

Hillary	Allen	Warren G. Harding	Shelley	Russell	McGuffey PK-8
Janis	Ulicny	Warren G. Harding	Carly	Polder	Willard PK-8
Lisa	Mesaros	Jefferson PK-8	Shane	Schmucker	Willard PK-8
Sonya	Washington	Lincoln PK-8	Dani	Burns	Administrative Office
Andy	Kelly	Lincoln PK-8	Wendy	Hartzell	Administrative Office
Monica	Pishotti	Lincoln PK-8			