

PACIFIC UNION CONFERENCE  
 CERTIFICATE OF RENEWAL  
 Application for Continuing Education Credit  
 2023-2024

Date \_\_\_\_\_ Teacher \_\_\_\_\_ School \_\_\_\_\_

Date	Northern California Conference	Clock Hours	Hours Earned
August 14	New Employee Orientation -Zoom	2	
August 15	NCS 423602J7-02268 520.840) 516710 Td 52515 8/P <<MCID 12 >>BDC 11.667 02Td [(N)-6.8 4ocksrtifact		

## CONTINUING EDUCATION CREDIT CRITERIA AND GUIDELINES

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 CEUs =20 clock hours, etc.

1. Twenty (20) clock hours is equivalent to one (1) 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 Certificate.
5. Continuing Education Units may be applied to renewal of the Standard, Professional, and Administrator Certificates as follows:
  - a. Renewal of the Standard Certificate requires fifteen (15) 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 requires nine (9) quarter hours which may be earned with academic credits or approved Continuing Education Units.
  - c. Renewal of the Administrator Certificate requires nine (9) quarter hours which may be earned with either academic credits or approved Continuing Education Units.
6. Professional activities submitted for credit are to contribute directly to 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: Thirty (30) clock hours of professional activity credit. No partial credit allowed.
  - b. Education tours: Prior approval must be received for a tour which Continuing Education Credit is desired. Thirty (30) clock hours per year are allowed.
  - c. Professional reading (0.1 CEU per 50 pages), webinars, viewing videos, and/or listening to podcasts. A total of 30 clock hours may be granted per year subject to the following:
    1. Prior approval for the activity shall be received from the superintendent.