

## COURSEWORK CONVERSION

<u>Semester Hours</u>	<u>Quarter Hours</u>	<u>CEUs</u>
1/3	1/2	1
2/3	1	2
1	1.5	3
1 1/3	2	4
1 2/3	2.5	5
2	3	6
2 1/3	3.5	7
2 2/3	4	8
3	4.5	9
3 1/3	5	10
3 2/3	5.5	11
4	6	12
4 1/3	6.5	13
4 2/3	7	14
5	7.5	15
5 1/3	8	16
5 2/3	8.5	17
6	9	18

Note: 10 clock hours = 1 CEU

To renew a license you must complete: 6-semester hours, 9-quarter hours or 18 CEUs (180 clock hours). A combination of hours and CEU's may be used.

**Goshen Local School District  
Local Professional Development Committee  
Continuing Education Unit Options-**

<b>Option #</b>	<b>Option</b>	<b>Maximum CEU's</b>	<b>CEU Value</b>	<b>Verification</b>	<b>Criteria</b>
1	University or College Classes	Unlimited	1 SEM HR = 3 CEU 1 QTR HR = 2 CEU	Official Transcript Grade Slip - Dated Certificate of Completion – Dated	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 working with students.
2	In/Out of District Professional Development This includes inservice days or early release days and days the district provided professional development during the school day	Unlimited	1 Clock HR = .1 CEU	Agenda from meeting, AESOP record, email record, certificate	Attendance must be verified by administrator
3	National Board Certification	Unlimited	Completion and verification in area of assignment during	Valid copy of the National Certificate or CEU Documentation Voucher if not getting NBPTS	Must be in a subject area of the individual’s assignment. Certificate must be completed by expiration date of certificate/license.

			certificate cycle = 18 CEU's NBPTS- 9 CEU's for Renewal	Certificate	
4	Master Teacher Status	Unlimited	Completion and verification in area of assignment during certificate cycle =9 CEU's 4.5 CEU's for Renewal	Valid copy of the Certificate	Must be in a subject area of the individual's assignment. Certificate must be completed by expiration date of certificate/license.
5	Mentoring	Unlimited	1 clock HR = .1 CEU	CEU Document Voucher	Must be mentoring of teacher, administrator, or specialist by the EYP (Entry Year Program)
6	Cooperating Teacher	Unlimited	90 clock hours = 1 CEU or 2 CEU for university semester	CEU Documentation Voucher and successful completion of contract	Must be supervisor of undergraduate student, graduate student or intern or student teacher
7	Teaching a College Class ,	Unlimited	1 clock HR =	CEU	May be used for the <u>first</u> time teaching the

	Adult Vocational, or Technical Class		.1 CEU	Documentation Voucher	course each license cycle
8	Grant Writing	Unlimited	1 clock HR = .1 CEU	CEU Documentation Voucher LPDC/Administrat or Pre-Approval required	CEU not dependent on awarding of grant Documented clock hours in planning and preparing
9	Professional Development Provider Teaching a course, seminar, or an adult vocational or technical course A professional presentation	Unlimited	1 Clock HR = .1 CEU	Outline of Presentation or Handout	Applies to each original presentation given within cycle for first time
10	Peer Observation in or out of District	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher Administrator Pre-Approval	Must include a summary of the observation

11	Curriculum Approved Field Trip for Students	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher Pre-Approval of the Curriculum Director required Summary & Development of Lesson Plan	Field Trips for extra curricular activities not included. Must be used for the first time conducting the field trip each cycle. Documentation clock hours in planning and preparing for field trip. (Classroom instruction not included.) Must include only time spent in portions of field trip that contributes to knowledge of selected curriculum. Must be related directly to the teacher's curriculum
12	Curriculum Development	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher Administrator Pre-Approval required	Must be service on formal committee organized by local, county, state, or national education organization
13	Publication of Original Work	Unlimited	4 CEU's for book 2 CEU's for article in magazine or professional journal	Copy of publication or document. CEU Documentation Voucher	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.
14	Professional Committees GEA, OEA, NEA, etc.	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher,	Must be service on formal committee chartered by local, county, state, national educational organization. Must contribute

				Documented clock hours of committee work	to the education profession or add to the body of knowledge in the individual's specific field.
15	Building/District Continuous Improvement Committee	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher, documented clock hours of committee work	Agenda/Minutes/Attendance must be on file with administrator
16	Department Chair Meetings	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher or district certificate	Agenda/Minutes/Attendance must be on file with administrator
17	Department Meetings	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher or district certificate	
18	Local Professional Development Committee (LPDC)	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher	95% Meeting Attendance - Attendance must be verified by LPDC Chair
19	Focus Team Meeting	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher or District Certificate	Agenda/Minutes/Attendance must be on file with administrator

20	Internet/Video Graduate Coursework	Unlimited	1 SEM HR = 3 CEU 1 QTR HR = 2 CEU	Transcript	Must be from an accredited degree granting college or university. Graduate hours must be awarded
21	Webinars/Video Certificate programs, Non Credit programs, Public School Works certifications	Unlimited	1 clock HR = .1 CEU	Certificate of Completion	Must have LPDC approval before starting program. Must enhance or contribute to teacher's area of specialization.
22	Consistently High Performing Teacher	Unlimited	Completion and verification = 18 CEU's or 6 semester hours	<a href="#">Verification Form</a>	<p>During the current licensure cycle, a consistently high-performing teacher has:</p> <ol style="list-style-type: none"> <li>1. Received the highest final summative rating on evaluations (Accomplished) for at least four of the past five years; and</li> <li>2. Met at least one of the following additional criteria for at least three of the past five years: <ul style="list-style-type: none"> <li>• Held a valid senior or lead professional educator license;</li> <li>• Held a locally recognized teacher leadership role that enhances educational practices by providing professional learning experiences at a district, regional, state or higher education level;</li> <li>• Served in a leadership role for a national or state professional academic education organization;</li> <li>• Served on a state-level committee supporting education; or</li> </ul> </li> </ol>

					<ul style="list-style-type: none"><li>• Received state or national educational recognition or award.</li></ul>
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# PD Summary Log

Educator Name \_\_\_\_\_ School \_\_\_\_\_ Assignment \_\_\_\_\_

<b>CEU Option #</b> *Can be found in the Resource Guide	<b>Activity (classes, workshops etc.)</b>	<b>Date</b>	<b>Related IPDP Goal #</b> 1,2 OR 3	<b>CEU credit –* 1 clock hour = 0.1 CEU for MOST activities. Refer to the Resource Guide for the list of activities and CEU credit</b>	<b>Documentation</b> *Needed documentation for each activity can be found in the Resource Guide

**Directions to LPDC:**

- (1) Enter CEU option # from the chart
- (2) Enter date of each PD submitted to the committee.
- (3) For THAT event or experience, enter the alignment to your IPDP goal.

