
Continuing Education Unit Guidelines (CUR-P002)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the teachers are awarded CEUs in the Milford Public Schools District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Assistant Superintendent for Curriculum and Instruction

3.0 APPROVAL AUTHORITY:

- 3.1 Coordinator of Professional Development

Approval Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 CEU – Continuing Education Unit
- 4.2 BEST – Beginning Educator Support and Training Program, developed by the Connecticut State Department of Education.

5.0 PROCEDURE: -

- 5.1 The Milford Public School District is committed to a program of quality professional development designed to increase the effectiveness of all certified staff. As part of this commitment, the district supports the Connecticut State Department of Education Guidelines for the Issuance of Continuing Education Units Required for Certification that requires all holders of the Professional Educator Certificate to take part in significant professional development activities and to earn nine CEUs in every five year period.
 - 5.1.1 Since one CEU represents ten instructional hours, a professional must participate in a total of ninety hours over a five year period, or an average of eighteen hours a year.
 - 5.1.2 Each year the Milford district will make available at least eighteen hours of professional development activities and issue CEUs for staff participation in these activities.
- 5.2 In compliance with the guidelines put forth by the State Department of Education, all learning experiences for which CEUs are awarded should enrich or improve the skills, knowledge and abilities of educators to improve student learning. Specifically, the content of professional development and related learning experiences should be guided by the following:
 - 5.2.1 Expectations for student performance, as reflected in Connecticut's Common Core of Learning and Connecticut Frameworks, as well as in school or district wide goals,
 - 5.2.2 Actual student performance, as evidenced by a variety of indices, including, but not limited to, the Connecticut Mastery Test and the Connecticut Academic Performance Test, and
 - 5.2.3 What teachers need to know and be able to do to improve instruction that advances student learning.

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- 5.3 The required 90 contact hours of continuing education may consist of the following (singly or in combination of):
 - 5.3.1 CEUs awarded by State regulated CEU providers such as Milford or any other local or regional board of education, a regional educational service, professional associations, education institutions and organizations, the State Department of Education, and identified private companies or consultant firms.
 - 5.3.2 CEU equivalents, which are made available only to school personnel by mutual, pre-arranged agreement with the school district provider.
 - 5.3.3 Application of learning through service in specific state roles: BEST Assessor, BEST Mentor, BEST Cooperating Teacher, BEST Portfolio Scorer, BEST Seminar Leader, BEST trainer, Higher Education Visiting Team Assessor, or other state service as approved by the Commissioner.
 - 5.3.4 Graduate course taken from an approved college or university that are directly applicable to the current endorsement(s) or toward earning an additional endorsement.
- 5.4 It is the responsibility of the individual to understand the CEU requirements and certificate endorsements of his/her teaching assignments, to earn the appropriate CEUs and to obtain and retain documentation of earned CEUs.

CEU Credit

- 5.5 Milford Public Schools will award CEUs to all staff attending a district professional development activity where CEU credit is available.
 - 5.5.1 CEUs will be awarded to participants who sign in, attend the entire workshop, and fulfill the requirements of the workshops.
- 5.6 Milford Public Schools will award CEUs for participation in study groups where educators sharing an area of mutual interest may set up study groups and meet regularly throughout the year.
 - 5.6.1 To receive CEUs for participation in study groups, participants must submit a written proposal CUR-F004 Study Group Proposal.
 - 5.6.2 Guidelines and Procedure for requesting and receiving CEU equivalents can be found on the back of CUR-F004.
 - 5.6.3 Upon completion of the study group, participants must submit CUR-F005 Study Group Verification of Completion and forward to the Professional Development Coordinator.
- 5.7 Milford Public Schools will award CEUs for participation in a variety of individual or group designed learning experiences, such as Action Research, Curriculum Development, Peer Coaching, Professional Development Leadership, Project Design, and School Visitations.
 - 5.7.1 To receive CEUs for participation in Design Your Own activities, participants must submit a written proposal CUR-F006 Design Your Own Professional Development Experience Proposal.

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- 5.7.2 Guidelines and Procedure for requesting and receiving CEU equivalents can be found on the back of CUR-F008.
- 5.7.3 Upon completion of Design Your Own activities, participants must submit CUR-F007 Design Your Own - Verification of Completion and forward to the Professional Development Coordinator.
- 5.8 Milford Public Schools may award CEUs to staff members for participation in professional learning opportunities when the sponsor is not a CEU provider.
 - 5.8.1 To receive CEUs for participation in outside activities, participants must submit a written proposal CUR-F008 Request for CEU Equivalents.
 - 5.8.2 Guidelines and Procedure for requesting and receiving CEU equivalents can be found on the back of CUR-F008.
 - 5.8.3 Upon completion of the study group, participants must submit CUR-F009 CEU Equivalent Credits - Verification of Completion Form and forward it to the Professional Development Coordinator.
- 5.9 Milford Public Schools will not award CEUs for activities outside of the district where CEUs are available through a CEU provider, for specific state roles, or for participation in University courses.
 - 5.9.1 It is the individual staff member's responsibility to collect CEUs from outside CEU providers and to keep a record of these CEUs.
 - 5.9.2 For the purpose of continuing the Professional Educator Certificate, one graduate credit represents 15 contact hours; three graduate credits equal 45 contact hours. Documentation for graduate courses is an official college transcript.

Record Keeping

- 5.10 District CEUs will be maintained and generated from the PACE CEU database.
- 5.11 At the end of each school year, the district will send each staff member a transcript of CEU documentation to date. This transcript will reflect only those CEUs and CEU equivalents awarded by Milford.
- 5.12 It is the individual staff member's responsibility to keep this transcript along with all CEU certificates received from both inside and outside of the district as well as other relevant documentation (course transcripts, documentation of state work, etc.)
- 5.13 It is the individual staff member's responsibility to understand the CEU requirements and certificate endorsements of his/her teaching assignments, to earn the appropriate CEUs and to obtain and retain documentation of earned CEUs.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 CUR-F004 Study Group Proposal
- 6.2 CUR-F005 Study Group – Verification of Completion

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- 6.3 CUR-F006 Design Your Own Professional Development Experience Proposal
- 6.4 CUR-F007 Design Your Own - Verification of Completion
- 6.5 CUR-F008 Request for CEU Equivalent
- 6.6 CUR-F009 CEU Equivalent Credits – Verification of Completion
- 6.7 Connecticut Guidelines for the Issuance of Continuing Education Units Required for Certification (External Document)
- 6.8 PACE CEU database

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Above named Forms	Curriculum and Instruction Files	15 Years	Shred	Locked Office
PACE database	Electronic	N/A	N/A	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
10/14/2003	B	Change 7.0, Storage and retention
5/17/2004	C	Add 4.2 to Definitions; add wording to 5.1; correct spelling in 5.7; change form # in 5.7.2; add wording to 5.8; add wording to 5.10 and then renumber; add 6.7 and 6.8 and change 7.0-record retention information.

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