

## Continuing Education Units

Cape Girardeau School District No. 63 encourages staff members to take advantage of a wide variety of professional experiences to improve their teaching skills and/or enhance the educational environment for our students. The District supports these efforts by providing continuing education units for the activities described herein that can be applied to the salary schedule.

### Guidelines

1. CEU credit is only available for professional development outside the school contracted day, and taken at non-district expense (including registration expenses).
2. A request form must be completed for each activity for which you desire CEU credit and approved in advance by the superintendent or his/her designee. The following steps will be a part of this process.
  - Each activity must be coded to a corresponding goal from the District’s Comprehensive School Improvement Plan (CSIP) or the appropriate curriculum guide.
  - If any other standard is to be used as a substitute, it must be approved in advance by the superintendent or his/her designee.
  - Also as part of the application process, an explanation of how the material covered at the activity will improve teaching and learning will be required.
3. Verification by the signature of an individual functioning in official capacity at the activity must be acquired according to the guidelines for “workshops” and “professional committees/organizations” below.
4. For CEU’s to be applied to the contract for a school year, the forms must be submitted in time to be processed for the September payroll for that year.
5. Professional activities that are not part of the district professional development plan may need to be approved by the Administrative Cabinet or District CEU Advisory Committee.
6. A teacher has two (2) options for compensation for completed CEU’s.
  - (1) \$25 compensation for each full CEU accumulated, **OR**
  - (2) Advancement on the salary schedule

### Workshops

- The signature of the presenter (or an appropriate substitute, e.g., facilitator, moderator, other member of the presenting team) is required in order for the session to count. A copy of the program is also required in order to determine how much credit will be given. A workshop certificate of attendance is recommended, but cannot be used alone as evidence of attendance.
- Sixteen (16) contact hours will equal one (1) CEU.

### Professional Committees/Organizations

Participation on district-level approved committees (ex: PDC, Salary and Welfare, and CTA-executive committee) and membership in professional organizations will be recognized through the CEU process. However, officers of organizations/committees may not receive additional credit for professional development activities hosted by the organization/committee if directly related to their duties as an officer.

CEU’s will be granted according to the following chart for participation in professional committees and/or organizations:

<b>Total contact hours</b>	<b>Chairperson/President of Committee/Organization</b>	<b>Other officer in Organization</b>	<b>Member of Committee</b>
10-20	2 CEUs	1.5 CEUs	1 CEU
Less than 10	1 CEU	.75 CEU or 12 contact hours of credit	.5 CEUs or 8 contact hours of credit