

CONTINUING EDUCATION UNITS (CEU) PROTOCOL *Regulation Code:7800--R*

A. CRITERIA FOR AWARDING CEUs

CEUs will be awarded for the following events with prior approval from Central Services staff:

1. Content-based workshops
2. Grade level/area meetings
3. Participation in online courses
4. Curriculum development meetings
5. Other meetings/programs as approved by Central Services

B. PROCEDURES FOR AWARDING CEUs

If a workshop is sponsored by Watauga County Schools, participants must sign in at the workshop to receive CEU credit. If it is not sponsored by Watauga County Schools, participants must obtain a certificate of total number of hours participated. A copy of that certificate should be sent to the Human Resources department and the participant should keep a copy.

With approval from Central Services staff, presenters will receive CEUs for leading professional development as follows:

1. The first time a session is presented, presenters will receive double the CEUs offered to participants for that session.
2. For subsequent times the same presenter leads the same professional development, s/he will receive the same CEU credit as the participants.
3. Example: A teacher prepares a 3-hour Professional Development session. The teacher would receive .6 CEUs the first time they lead that particular session. If the teacher presents the same session a second time, they would receive .3 CEUs for that presentation.

For professional development led by school-based personnel in a school, principals must seek approval from the Central Services Instructional Team in order for attendees to receive CEU credits.

Cross References: Policy 7800, Staff and Professional Development

Adopted: October 10, 2016