

Continuing Education Units (CEUs) FAQs

What are Continuing Education Units (CEUs)?

The CEU is a nationally recognized system of recording and recognizing participation in noncredit professional education courses, programs and other activities.

The CEU records the extent of an individual's participation in noncredit continuing education activities, and *should not be confused with performance and/or activities that are reflective of everyday practice and responsibilities.*

Why is knowing this definition important?

Because CEUs are nationally recognized and often transferable from one setting to the next it is important that procedures for awarding activities with CEUs are in alignment with the intended purpose of awarding such activities. This requires us to examine work closely and implement the necessary procedural safeguards for documenting professional development.

How are CEUs calculated?

One CEU represents ten contact hours (60 minutes per hour) of participation in an organized, noncredit continuing education experience. One-tenth CEU may be offered for each contact hour. For example, a program with 14 contact hours could offer 1.4 CEU.

Why is it important to award CEUs with integrity?

There are several key reasons why it's important for all K-12 public school systems in Ohio to follow a set standard for awarding CEUs:

- *Consistency and Quality Assurance:* Consistency helps maintain a baseline level of ongoing education for teachers and administrators, regardless of their specific district or school.
- *Alignment with State Initiatives:* Standardized CEU requirements allow the Ohio Department of Education and Workforce to align professional development with current state educational initiatives and priorities.
- *Facilitating License Renewal:* By following set standards, teachers and administrators can more easily track their progress and ensure they meet the requirements for maintaining their professional credentials.
- *Promoting Equity:* Standardized CEU requirements help promote equity in professional development opportunities across different school districts.
- *Enhancing Educator Mobility:* With a standardized system, educators can more easily transfer between districts or schools within Ohio without concerns about varying CEU requirements.

How do you earn CEUs in Perrysburg?

This seems to have historically been three paths for earning CEUs:

1. There are many times where Perrysburg hosts professional development activities. These activities are planned and initiated by the district. Staff members are asked to sign up for the activity in the Frontline platform and attendance is taken. Upon completion of the activities CEUs are awarded to each participant.
2. Activities are introduced by or to the Teaching & Learning Department. After agreement/approval, staff members are asked to sign up for the activity in the Frontline platform and document their attendance. Upon completion of the activities CEUs are awarded to each participant.
3. Last and most often, staff members propose activities and are awarded CEUs directly by LPDC. These would include all approved professional development requests submitted by our professionals.

What is the criteria for an activity to be approved for CEUs?

1. The activity must include stated learning objectives designed primarily to provide instruction within an eligible topic area.
2. It must be designed to meet the continuing education needs of a specific professional segment.
3. The activity must be organized under responsible sponsorship.
4. It must be delivered under capable direction and led by qualified instruction.
5. The sponsor must be willing to certify that the participant was present and participated in the activity.
6. The sponsor must establish and implement evaluation procedures to determine participant satisfaction and the effectiveness of the offering.
7. The activity must provide a permanent record of the educational accomplishments of an individual.
8. It must be measurable in terms of contact hours, with 1 CEU equaling 10 contact hours of participation.
9. Clear statements of rationale, purposes, and goals must be prepared for the activity prior to its initiation.
10. A system for verifying satisfactory completion of the activity by each participant must be in place with requirements for awarding CEUs to participants must be established before offering the program.

Here is a [Rubric for Awarding CEUs for Activities](#) to self-evaluate activities.

What types of activities are generally considered educational and eligible for CEUs?

1. Workshops, seminars, and training programs
2. Conferences and institutes
3. Short courses
4. Online learning activities, including webinars and courses

5. Classroom or meeting sessions with direct participation between learners and instructors
6. Laboratory sessions and clinical experiences
7. Field trips
8. Independent study or directed reading courses (if structured and supervised)
9. Correspondence courses
10. Educational activities with professional associations, businesses, industries, and occupational groups
11. Activities that meet specific criteria established by accrediting bodies like the International Association for Continuing Education and Training (IACET)

What types of activities are generally considered ineligible for CEUs?

1. Association membership and leadership activities
2. Committee or board meetings
3. Business meetings for policy-making or organizational management
4. On-the-job training and regular work experience (unless structured as part of a planned and supervised continuing education program)
5. Entertainment and recreational activities (unless integral to a qualifying educational program)
6. Travel or participation in travel study programs (unless the educational component meets CEU criteria)
7. Unsupervised or self-directed study not planned by an approved provider
8. [Credit-bearing academic courses](#)
9. High school equivalency programs
10. Indoctrination or internal affairs programs of organizations
11. Mass media programs (e.g., television, radio) not part of a planned educational activity
12. Independent writing of articles, books, or research reports
13. Attendance at cultural performances (unless part of a qualifying program)
14. Sales presentations by manufacturers or vendors
15. Proprietary product-oriented material and promotion of products or services
16. Youth programs designed primarily for ages below adulthood

What about collaboration?

CEUs represent formal professional development activities that go above and beyond the natural expectations of an individual's normal professional expectations. Collaboration is an expectation of an educator. This can be observed in the state's OTES 2.0 rubric (which one could consider the blueprint for professional expectations). The merits of quality collaboration cannot be denied, but it is not an activity recognized for CEUs unless it meets the points detailed above.