

Sample Activities	Maximum CEUs per cycle	Licensure	CEU Value	Verification	Criteria	Intent
Local Requirements	No limitation		1 contact hr = .1 CEU	Certificate of Participation by school district	Must meet local district in-service, local CIP requirements, or IPDP goals	this also includes meetings that professionals other than teachers need to attend (ex. Treasurer, SLP)
College Courses	No limitation		1 semester hr = 3 CEUs - 1 quarter hr = 2 CEUs	Official Transcript	Must be taken through an accredited college or other approved post secondary educational institution and taken for credit with a C or better, a P if pass/fail	
Building, district, county, regional workshops or professional conferences	No limitation		1 contact hr = .1 CEU	Certificate of Participation	Must include only time spent in those portions of the conference program that contribute to the participant's knowledge & effectiveness in education	
Mentoring	1 CEU (max 5 per cycle)		1 contact hr = .1 CEU	Activity Verification Form and/or certification of Participation	Mentor / Member with a new teacher, counselor administrator	
Curriculum Development	10 CEUs/cycle		1 contact hr = .1 CEU	Activity Verification Form and/or Certificate of Participation	Service on local, county, state, or national formal committee or education agency or organization	
Professional comm. (steering, advisory, etc.)	5 CEUs/cycle		1 contact hr = .1 CEU	Activity Verification Form and/or Certificate of Participation	Service on local, county, state, or national formal committee or education agency or organization	
Grant Writing	6 CEUs/cycle		1 contact hr = .1 CEU	Activity Verification Form and/or Certificate of Participation	Not dependent on award of grant. Planning and preparation only, not for management of grant	
National Board of Professional Teaching Standards Certification	13 CEUs/cycle		13 CEUs for completion - 6 CEUs for participating without completion	National Board certification and/or Activity Verification Form	Must be in the subject area of the individual's assignment. Certification must be completed or participation as candidate must be verified by the expiration date of the license.	
Publication of Original Work	13 CEUs/cycle		1 contact hr = .1 CEU	Activity Documentation Form and a copy of the publication	Must contribute to the education profession or add to the body of knowledge in the educator's specific field	
Professional Presentation	1 CEUs/cycle per topic (no limit of topics)		1 contact hr = .1 CEU	Activity Documentation Form	Applies to the first presentation of a topic each license cycle	
Peer Observation	1 CEUs/cycle		1 contact hr = .1 CEU	Activity Documentation Form	Must include a statement of authorization from a supervisor and summary of pre-and post-conference	more of a hands-off activity
Cooperating Teacher for a Student Teacher	6 CEUs/cycle		1 contact hr = .1 CEU (3 CEUs per semester)	Activity Documentation Form	Must be supervisor of undergraduate student or intern, or graduate student, or student teacher	long-term
Cooperating Teacher for a Student Observer/Methods	3 CEUs/cycle		1 contact hr = .1 CEU	Activity Documentation Form	Must be supervisor of a student teacher or methods class student	short-term
Teacher a College Course	6 CEUs/cycle		1.5 CEUs for semester - 1 CEU for quarter	Activity Documentation Form. Does not include college credit plus or the equivalent of	Must be used for the first time teacher the course each license cycle	
Teaching an Adult Voc. Course, Tech. Course, ABLE, or Summer School (pre K-12)	4 CEUs/cycle		1 contact hr = .1 CEU	Activity Documentation Form	Must be used for the first time teacher the course each license cycle	
Teaching a Directed Educational Development	2 CEUs/cycle		1 contact hr = .1 CEU	Activity Documentation Form	Must benefit the academic development of students or the school district	non-paid and non-school hours
Self-Directed Educational Development	3 CEUs/cycle		1 contact hr = .1 CEU	Activity Documentation Form	May include professional reading, research, educational travel. Must enhance individual's work in the profession or contribute to educator's area of specialization.	

**Midwest Regional Educational Resource Center
Local Professional Development Committee
Independent Activity Form**

LPDC approval is required if you create or participate in an independent professional development activity that has no official supervision which would provide you with verification of dates or documentation of the clock hours earned. Complete and submit this form via email to the LPDC Secretary for approval of your Professional Development Activity. The final decision on approved clock hours will be determined by the LPDC.

Name _____

District _____

Number of Contact Hours Requested: _____

(The final decision on approved clock hours will be determined by the LPDC and may not equal total requested hours.)

Write a brief description of the activity. If it is professional reading, please give the name of the reading and the author as well. Include the dates the activity was performed.

Write a brief description of how this helped you to grow professionally.