

## Continuous Education Unit (CEU) Process and Procedure Overhaul

### *Then...if you stop learning, you stop teaching...*

The concept of Continuing Education Units (CEUs) is not a new one, created by the US Department of Education in the 1970s. The idea of professional development has been around for much longer. In the past, CEUs could be earned in a variety of ways – conferences, through Professional Development (PD) at school, video, etc. For a school to offer its own CEUs, the school would need gain approval from the ACTS office prior to the offering. In addition to this process, the ACTS office researched and determined several CEU providers that would not need prior approval for CEU credit. This has been operational for many years. Once the CEU Pre-approval form comes to the office, it is approved, signed, and the CEUs are calculated (6 contact hours = 1 CEU) based on the information given by the school – number of minutes each session contains, number of sessions in the training (if applicable). The office then creates the certificate for the school to issue to the teachers and/or place in their personnel file. The record keeping process of CEUs for re-certification has varied across the family of ACTS schools...some digitally, some manually, some left up to the teachers to keep track of their certificates. This entire process is changing, effective immediately. We believe this new framework will be more effective, allow for school autonomy, and create a culture of collaboration rather than completing a “punch list” for certification purposes only.

### *Now...here are the facts of the shift we are making to the process...*

1. **The Name:** Continuous Education Units will now be Certification Points
2. **The Offering: for ACTS Accredited schools:** All ACTS accredited schools are now Certification Point Providers and can issue points at their discretion for PD throughout the year. Note - The ACTS Office will create Protocols and Guidelines for Certification Point Offerings to assist schools in determining PD events.
3. **The Math:** 1 hour of professional development contact equals 1 Certification Point
4. **The Collection:** Schools/teachers will be the primary data collection of these points – they can choose how to track those numbers as they determine appropriate. A data collection spreadsheet will be available from the ACTS Office should your school desire to use a constructed template.
5. **The Reporting:** All Certification renewals will be required to submit all evidence of Certification Points at the time of renewal. Schools will have access to their faculty/staff Certification Folder on the ACTS Google Drive. Additionally, questions will be added to the Certification application for teachers to answer if there are other requirements they were to complete (i.e. – education coursework, Christian Philosophy of Education, etc.).
6. **The Paper/Digital Certificate:** The ACTS Office will inform the administration of the school of Certification Points earned for events sponsored by ACTS – conferences, webinars, Accreditation Visits, etc. No certificates will be issued.
7. **The Total to be Earned:** 120 points will need to be accumulated over the term of the certificate (six years). Depending on the type of certificate, there may be a number of points to be earned that are specifically designated by the ACTS Office. The letter, included with the Educator Certificate, will stipulate the expectations of points to be earned.

### *Next Steps for ACTS schools...*

- ACTS schools that are in the accreditation process (Applicant, Candidate, Accredited), please supply the ACTS office with a Gmail account address (email sent previously) to gain access to the school's Certification Folder on the ACTS G-Suite Drive.
- If needed, request the CP Tracking Spreadsheet from the ACTS office to be uploaded to the school's Certification Folder on the ACTS G-Suite Drive.