**Appendix B: Continuing Education Unit (CEU) Options**

| **OPTION** | **MAXIMUM CEUs** | **CEU VALUE** | **VERIFICATION** | **CRITERIA** |
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| College | No Limit | (See Conversion Chart) | Original or copy of transcripts or original grade slips or certificate of completion. | Must be taken through accredited college or other secondary/post secondary educational institution.  Must be taken for credit with a grade “C” or better, a “P” in pass/fail course.  Coursework must be in education or in a content area directly related to the individual’s teaching assignment or working with students. |
| Professional Conference/Workshop/  Institute/Academy or Inservice Credit | 18 CEUs per license cycle | 1 contact hour in workshops = 0.1 CEU  Do not count lunch break | Activity Documentation Voucher or Workshop Attendance Certificate | Must include only time spent in those portions of the conference program that contribute to the participant’s knowledge, competence, performance, or effectiveness in education. |
| Peer Observation | 1 CEU per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher | Completed Activity Documentation Voucher |
| Publication of Original Work | As determined in pre-approval | As determined in pre-approval | Copy of publication or document and Activity Documentation Voucher | Must contribute to the education profession or add to the body of knowledge in the individual’s specific field.  Must be a commercially published book or article.  Must be pre-approved |
| Teaching Portfolio | 1 CEU per license cycle | 1 CEU | Completed Portfolio and Activity Documentation Voucher | Must be completed within the license/certification cycle.  Certificate must be verified by the expiration date of the Ohio certificate/license |
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| National Board of Professional Teaching Standards Certification | 6 CEUs per certificate/license cycle for candidate completing process but not getting the NBPTS Certificate.  13 CEUs for certification |  | Official copy of the National Certificate or Activity Documentation Voucher for candidate not completing certificate | Must be in the subject area of the individual’s assignment  Certificate must be verified by the expiration date of the Ohio certificate/license |
| Mentoring | 9 CEUs per license cycle  3 CEUs per pear |  | Activity Documentation Voucher | Must be mentoring of teacher, administrator, or specialist through the Resident Educator program or through administration assignment |
| Cooperating Teacher for a Student Teacher | 6 CEUs per license cycle  2 CEUs per quarter  3 CEUs per semester |  | Activity Documentation Voucher | Must be supervisor of undergraduate student, graduate student, or undergraduate intern |
| Teaching a college course | 12 CEUs per license cycle  2 CEUs per quarter course  3 CEU’s per semester course |  | Activity Documentation Voucher | May be used for the **first** time teaching the course  Course cannot be a part of your regularly scheduled teaching assignment |
| Teaching an Adult Vocational or Technical Course | 6 CEUs per license cycle  1 CEU per quarter course  1.5 CEU per semester course |  | Activity Documentation Voucher | May be used for the **first** time teaching the course  Course cannot be a part of your regularly scheduled teaching assignment |
| Project which applies educational skills and knowledge towards the development of a final product or report | Determined in pre-approval | 1 clock hour = 0.1 CEU  Documented clock hours in planning and preparing | Activity Documentation Voucher. A copy of the final product or portfolio or report on the project | Project must have prior approval and final approval after completion and verification by LPDC |
| Curriculum Development | 9 CEUs per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher | Must be in service on formal committee organized by local, state, national, or international education agency or organization |
| Grant Writing | 6 CEUs per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher | CEUs not dependent on awarding of grant  Documented hours in planning & preparation |
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| Professional Committee | 6 CEUs per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher | Must be service on formal committee organized by local, state, national, or international education agency or organization  Must contribute to the education profession or add to the body of knowledge in the individual’s specific field |
| Field Trip for Students | 3 CEUs per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher | Must be related directly to the teacher’s curriculum.  Must be used for the first time conducting the field trip each license/certificate cycle  Documented clock hours in planning and preparing for field trip (classroom instruction not included) |
| Self-directed Educational Development such as Professional Reading, Research, Educational Travel | 6 CEUs per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher | Must enhance individual’s work in the profession or contribute to teacher’s specialization |
| Related work experience or externship | 12 CEUs per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher | Must enhance individual’s work in the profession or contribute to teacher’s specialization |