



**SOUTHERN UNION CONFERENCE OFFICE OF EDUCATION  
APPLICATION FOR CONTINUING EDUCATION UNITS  
DUE TO THE CONFERENCE OFFICE BY AUGUST 1**



**NEW CEU FORM INSTRUCTIONS**

Based on pages 34-35 of the [NAD Educators' Certification Manual](#)

**NOTE:**

Teachers with Conditional and Basic Certificates DO NOT qualify for continuing education units (CEUs).

Qualifying professional development activities do not include those activities that are part of an educator's regular duties (NAD Educators' Certification Manual page 34-- 4.7.3).

Activities from at least two different categories shall be included in the CEUs submitted for renewal during the five years prior to renewal.

**STEP 1:**

Download and save this form before entering information so it will automatically calculate your totals.

**STEP 2:**

Enter all non-academic professional activities on page 1 in the appropriate section and include:

- Date (month/day/year)
- Activity Description (conference teachers' convention, ESL workshop, classroom management webinar, etc.)
- Clock Hours OR CEUs; enter numbers in one field only for each activity.

For example:

- If you attended a workshop and have a certificate listing 1.5 CEUs enter 1.5 in the "CEUs" field only.
- If you attended a study group for 2 hours enter 2 in the "Clock Hours" field only.
- Be sure to enter date(s), description, and clock hour or CEU. If any section is blank, the form cannot be accepted.
- The form will calculate the total clock hours earned and the equivalent CEUs.

**STEP 3:**

Complete the "REFLECTION ON LEARNING" section on page 2 by answering the question in complete sentences.

- This is a new NAD requirement for all non-academic professional development activities.
- The summary should be about what you learned from the combined reported activities.
- If this section is not complete or does not reflect a substantive response, the form cannot be accepted.

**STEP 4:**

Sign the form digitally or print and sign it. Attach supporting documentation such as:

- Certificates of completion with clock hours or CEUs on them
- Agendas (if you were a presenter)
- Webinar Critique
- Professional Growth Book Critique
- Completed Bible Methods Outlines
- Pre-arranged Educational Travel Request, Itinerary, and Description

**STEP 5:**

Submit the completed Application For Continuing Education Units (CEU) and supporting documentation to the local conference office of education (mail or email) by August 1 or an earlier date set by your conference.



**SOUTHERN UNION CONFERENCE OFFICE OF EDUCATION**  
**APPLICATION FOR CONTINUING EDUCATION UNITS (CEUs)**  
**DUE TO THE CONFERENCE OFFICE BY AUGUST 1**

**RESET  
FORM**



**ACTIVITY:** All professional learning activities must occur within the current school year starting August 1 and ending July 31.

**FORM:** Send this completed form with supporting documentation to your Conference Office of Education by August 1. Your Conference will forward the application to the Certification Office. After processing, you will receive a final copy of this form for your records.

**Teacher:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Conference:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Current Certification:** ☐ Designated Subject ☐ Standard ☐ Professional/Administrator

**NOTE:** Teachers with Conditional and Basic Certificates DO NOT qualify for continuing education units.

Activity	Date(s)	Description <small>Qualifying professional development activities <i>do not</i> include those activities that are part of an educator's regular duties. NAD Educators Manual page 34-- 4.7.3</small>	Clock Hours	OR	CEUs
<b>PROFESSIONAL LEARNING (independent)</b>					
a) NAD Professional Growth Reading Plan (3.0 CEUs total/year)				OR	
b) Read professional books/journals (0.1 CEU per 50 pp. up to 3.0 CEUs total/year). Submit Critique to conference				OR	
c) Continuing education course (submit certificate with assigned value) <sup>1</sup>				OR	
<b>PROFESSIONAL LEARNING (group)</b>					
d) Professional conference, workshop, or seminar (0.1 CEU/hr.)				OR	
e) Denominational conference, workshop, or seminar (0.1 CEU/hour)				OR	
f) <u>Pre-arranged</u> educational travel (0.5 CEU per day up to 3.0 CEUs total/year) must include itinerary and description				OR	
<b>PROFESSIONAL COLLABORATION</b>					
g) Student Teacher Supervision = 0.2 CEUs/week. Max of 3 CEUs/semester 9 CEUs/ cert. cycle. Enter #/Weeks      x 0.2 =      CEUs				OR	
h) Conference sponsored mentoring program (2.0 CEUs total/year)				OR	
i) Study group or learning community (0.1 CEU/hr.)				OR	
j) Peer observation with follow-up reflective learning (0.1 CEU/hr.)				OR	
k) Field testing/piloting NAD curriculum materials (NADOE assigned)				OR	
l) School evaluation visiting team (0.5 CEU/day)				OR	
m) Participation on education committees/boards (0.1 CEU/day)				OR	
<b>PROFESSIONAL PRESENTATION AND WRITING</b>					
n) Teaching a university course (CEU credit = course value) <sup>2</sup>				OR	
o) Presenting at an education conference, workshop, or seminar (0.3 CEU/hour) <sup>3</sup>				OR	
p) Published non-peer reviewed journal article (1.0 CEU/article)				OR	
q) Published peer reviewed professional article (3.0 CEU/article)				OR	
r) Writing and publishing a book on an education topic (4.0 CEUs/100 pages)				OR	
<b>TOTALS</b>					
<b>GRAND TOTALS:</b>	<b>SEMESTER HOURS:</b>	<b>CLOCK HOURS:</b>	<b>CEUs:</b>		

<sup>1</sup> Courses offered as non-academic credit from Adventist Learning Community and other educational/professional organizations. <sup>2</sup> The equivalent to academic credit is calculated in the following manner: 30 clock hours (3.0 CEUs) is equivalent to 1 semester credit. <sup>3</sup> Per hour of presentation scheduled by the sponsoring educational organization. **Activities from at least two different categories shall be included in the CEUs submitted for renewal during the five years prior to renewal.** NOTE: 1 Clock Hour = 0.1 CEU. 10 Clock Hours = 1 CEU. Total Clock Hours /10 = Total CEUs. 3 CEUs = 1 Semester Hour.



## REFLECTION ON LEARNING



Summarize what you learned from the reported combined activities and how you plan to apply this learning in your classroom.

\_\_\_\_\_  
**Educator's Signature**

\_\_\_\_\_  
**Superintendent's Signature**

Satisfactory involvement in professional activities shall be verified by the local conference superintendent of schools or academy principal. It should be reported to the union certification registrar at the end of each school year. The Union Conference Certification Officers have the final authority to determine CEUs granted.

Attach supporting documentation for all continuing education units such as certificates, critiques, agenda, and/or outlines where applicable.

**FOR SOUTHERN UNION OFFICE OF EDUCATION USE ONLY**

\_\_\_\_\_  
**Union Director's Signature**