

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



CEU FORM INSTRUCTIONS

In conjunction with the current [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 must be from at least two different categories and included in the CEUs submitted for renewal during the five years prior to renewal. Remember, 1 Clock Hour = 0.1 CEU. 10 Clock Hours = 1 CEU. Total Clock Hours /10 = Total CEUs. 3 CEUs = 1 Semester Hour.

STEP 1:

- Download the CEU Form.
- **Save** the CEU Form to your computer.
- **Open the saved** form in an Adobe program.
- Enter your information in the saved form you opened in Adobe.
- The form should automatically calculate your totals.

NOTE: For best viewing experience we recommend using the latest version of Adobe Acrobat. To download Adobe Reader, click on this link <https://get.adobe.com/reader/>. Chrome users must also enable PDF Viewer at <chrome://settings/content>.

STEP 2:

Enter all non-academic professional activities on page 2. Click on each section heading for detailed instructions.

STEP 3:

Complete the "REFLECTION ON LEARNING" section on page 3 by answering the question in complete sentences. This is an NAD requirement for non-academic professional development activities.

STEP 4:

Sign the form digitally by typing in your name or print and sign it. Attach supporting documentation such as:

- Adventist Learning Community (ALC) course certificate
- Critique and Critique Form for the NAD Professional Growth Reading Plan
- Critique for other professional books and journals
- Certificates of completion with clock hours or CEUs listed
- Professional conference, convention, seminar, webinar, or workshop certificate or agenda and registration
- Denominational conference, convention, seminar, webinar, or workshop certificate or agenda
- Pre-arranged Educational Travel report and itinerary
- Peer observation Reflective Learning Follow-up
- University course taught syllabus
- Presenter at an education conference, workshop, or seminar agenda/outline
- Published non-peer reviewed journal article
- Published peer-reviewed professional article

STEP 5:

If you are currently teaching in a Southern Union Conference school, 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.

If you are **not** currently teaching, but live in the Southern Union, submit the completed [Application For Continuing Education Units \(CEU\)](#) and supporting documentation directly to the Certification Office (mail or email) by August 1.



Adventist
edge

Teacher: _____ Email: _____ Date: _____
Conference: _____ School: _____
Current Certification: ☐ Designated Subject ☐ Standard ☐ Professional/Administrator

a) NAD Professional Growth Reading Plan; **b)** Read professional books/journals; **c)** Pre-arranged educational travel.

d) Continuing education course¹; **e)** Professional conference, workshop, or seminar; **f)** Denominational conference, workshop, or seminar.

g) Conference sponsored mentoring program; h) Study group or learning community; i) Peer observation w/reflective learning; j) Field testing/piloting NAD curriculum materials; k) School evaluation visiting team; l) Participation on education committees/boards.

m) Student teacher supervision; n) Teach a university course²; o) Present at an education conference, workshop, or seminar³; p) Write a published non-peer reviewed journal article; q) Write published peer-reviewed professional article; r) Write and publish a book on an educational topic.

¹ Courses offered as non-academic credit from the Adventist Learning Community and other educational/professional organizations. ² The equivalent to academic credit is calculated in the following manner: 30 clock hours (3.0 CEUs) is equivalent to 1 semester credit. ³ Per hour of presentation scheduled by the sponsoring educational organization.

REFLECTION ON LEARNING



Summarize what you learned from the reported combined activities and how you plan to apply this learning in your classroom. Include specific, relevant, and measurable details demonstrating how you will implement what you learned.

Educator's Signature

Superintendent's Signature

Certification Manual page 35 section 4.7.5: 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.

SOUTHERN UNION OFFICE OF EDUCATION USE ONLY

Union Director's Signature

CEU FORM PROFESSIONAL LEARNING (Independent) INSTRUCTIONS

a) NAD Professional Growth Reading Plan

- Enter activity letter **a**
- Enter the date you completed this activity.
- *Enter **3.0 CEUs** if you:
 - Read required number of issues of the [Journal of Adventist Education \(JAE\)](#) **AND**
 - Read a minimum of one book from Group **B** **AND**
 - Read a minimum of four additional books from two or more other headings **AND**
 - Completed an SUC – Critique Form/NAD Professional Growth Reading Plan.
- Upload a copy of your completed critique form for credit (See pages 4-6).
- Enter **3.0 CEUs** in the CEU column only on the CEU Form.

*If you did not read all of the required books and journal issues go to letter “**b**”.

b) Read professional books/journals

- Enter activity letter **b**
- Enter the date you completed this activity.
- Educators earn 0.1 CEU per 50 pages up to 3.0 CEUs per year.
- Calculate the CEUs earned using this formula **(# of Pages/50 x .10 = Total CEUs)**:
 - Example: You read a book with a total of 1500 pages you earned 3.0 CEUs
(1,500 ÷ 50 x .10 = 3 CEU's)
- Complete an SUC – Critique Form/Books and Journals for each professional book/journal read.
- Upload copies of your critique form for credit (See page 7).
- Enter the number of CEUs calculated in the CEU column only on the CEU Form.

c) Pre-arranged educational travel

- Enter activity letter **c**
- Enter the date you completed this activity.
- This activity requires pre-approval from the local Conference Office of Education by submitting an Educational Travel Request form **before** traveling.
- Chaperone duties, class trips, or personal vacations **do not** count as professional development activities.
- Educators earn a maximum of 0.5 CEU per day up to 3.0 CEUs total per year.
- Calculate CEU's using this formula **(Total # of Educational Days (exclude travel days) x 0.5 = CEUs earned)**:
 - Example: You were pre-approved for a 10-day NAD educational and cultural tour of Finland & Sweden that includes 2-travel days: (10 - 2 = 8 educational days), 8 x 0.5 = 4 CEUs earned, however 3.0 CEUs is the yearly maximum. **Enter 3.0 CEUs.**
- Upload a travel report and itinerary for credit. See SUC EDUCATION Codebook 2019-2021 page 131 – 4787.

NOTE:

1. Qualifying professional development activities **do not** include those activities that are part of an educator's regular duties. NAD Educators Manual page 34-- 4.7.3
2. Professional activities submitted for credit should contribute directly to professional growth by enhancing the educator's professional skills or expertise.

**SOUTHERN UNION CONFERENCE OFFICE OF EDUCATION
GENERAL CRITIQUE GUIDELINES FOR THE NAD READING PLAN**

Activity Letter "a"

Teachers seeking the full professional development credit for completing the NAD Reading Plan may use these guidelines to write a critique submission for credit (see PROFESSIONAL LEARNING (independent) category on page 4, letter "a" for details).

I. Writing Requirement:

a. Summarize reading plan:

- i. Show insightful understanding of important ideas learned. Tell about the books and journals main ideas using details, examples, etc.
- ii. Make strong connections and reflections from the reading material. Include opinion on some part of the information.
- iii. Convey a clear message of how you will apply the new knowledge in the classroom. Support your statements with evidence from the reading plan books and journals.

II. Paper Format Requirement:

a. General

- i. Typewritten, double spaced, Times New Roman 12
- ii. 1-inch margins
- iii. 1-2 pages
- iv. Pages numbered

b. Specific

- i. Title page (see below)
- ii. Documentation: Cite references using MLA format

III. Journals and Books Requirement:

- a. Complete the form on page 6 for Journal of Adventist Education and Books read
- b. Include form with critique submission

NAD Professional Growth Reading Plan

Title page:

- a. Professional Growth Reading Plan Year
- b. Educator's name
- c. Date written by educator
- d. Documentation: Cite references using MLA format

SAMPLE TITLE PAGE

CRITIQUE OF: 2018 – 2019 NAD READING PLAN

PROFESSIONAL GROWTH BOOKS AND JAE ISSUES

IN PARTIAL FULFILLMENT OF THE PRE/K-12 CERTIFICATION REQUIREMENTS

FOR THE SOUTHERN UNION CONFERENCE OF SDA

CRITIQUED BY EDUCATOR'S NAME

DATE COMPLETED

SOUTHERN UNION CONFERENCE OFFICE OF EDUCATION
GENERAL CRITIQUE GUIDELINES FOR THE NAD READING PLAN

Activity Letter "a" - III. Journals and Books Requirement

Journal Of Adventist Education

List the required number of issues read for the reading plan year (entire issues must have been read):

- | | | | | | |
|----|------------|---------------|----------|-------|---------------|
| 1. | Issue date | _____ / _____ | Volume # | _____ | Issue # _____ |
| 2. | Issue date | _____ / _____ | Volume # | _____ | Issue # _____ |
| 3. | Issue date | _____ / _____ | Volume # | _____ | Issue # _____ |
| 4. | Issue date | _____ / _____ | Volume # | _____ | Issue # _____ |
| 5. | Issue date | _____ / _____ | Volume # | _____ | Issue # _____ |

Books

Some books may have been listed under two headings and will count for either group but not in both. One book of your choice, which could be classified under any of these headings, may be substituted for a book on this list.

Book read from Group B

- Article Title
- Author

At least one book read from Group _____ (reader's choice of group)

- Article Title
- Author

- Article Title
- Author

At least one book read from Group _____ (reader's choice of group)

- Article Title
- Author

- Article Title
- Author

At least one book read from Group _____ (reader's choice of group)

- Article Title
- Author

- Article Title
- Author

At least one book read from Group _____ or other book (reader's choice)

- Article Title
- Author

- Article Title
- Author

**SOUTHERN UNION CONFERENCE OFFICE OF EDUCATION
GENERAL CRITIQUE GUIDELINES FOR BOOKS AND JOURNALS**

Activity Letter "b"

Teachers seeking professional development credit for reading books and journals may use these guidelines to write a critique submission for credit (see PROFESSIONAL LEARNING (independent) category on page 4, letter "b" for details).

Step 1:

Professional Reading Summary	
<p>List:</p> <ul style="list-style-type: none">a. Book Title <u>OR</u> Journal Titleb. Author(s) Name(s) <u>OR</u> Journal Issue Date, Volume #, and Issue #c. Your Named. Date written by educatore. Total number of pages read	
<p style="text-align: center;"><u>SAMPLE BOOK</u></p> <p style="text-align: center;">A CRITIQUE OF: ACTIVE LEARNING THROUGH FORMATIVE ASSESSMENT</p> <p style="text-align: center;">AUTHOR, SHIRLEY CLARKE</p> <p style="text-align: center;">IN PARTIAL FULFILLMENT OF THE PRE/K-12 CERTIFICATION REQUIREMENTS</p> <p style="text-align: center;">FOR THE SOUTHERN UNION CONFERENCE OF SDA</p> <p style="text-align: center;">CRITIQUED BY EDUCATOR'S NAME</p> <p style="text-align: center;">DATE COMPLETED</p> <p style="text-align: center;">172 PAGES</p>	<p style="text-align: center;"><u>SAMPLE JOURNAL</u></p> <p style="text-align: center;">A CRITIQUE OF: AMERICAN JOURNAL OF EDUCATION</p> <p style="text-align: center;">FEBRUARY 2020, VOLUME 126, NUMBER 2</p> <p style="text-align: center;">IN PARTIAL FULFILLMENT OF THE PRE/K-12 CERTIFICATION REQUIREMENTS</p> <p style="text-align: center;">FOR THE SOUTHERN UNION CONFERENCE OF SDA</p> <p style="text-align: center;">CRITIQUED BY EDUCATOR'S NAME</p> <p style="text-align: center;">DATE COMPLETED</p> <p style="text-align: center;">333 PAGES</p>

Step 2:

1. Summarize reading as follows:
 - a. Submit a 2-paragraph summary of what you read.
 - b. Show insightful understanding of important ideas learned. Tell about the book or journal's main idea using details, examples, etc.
 - c. Make strong connections and reflections from the reading material. Include opinion on some part of the information.
 - d. Convey a clear message of how you will apply the new knowledge in the classroom. Support your statements with evidence from the book or journal.
 - e. Documentation: Cite references using MLA format.

CEU FORM PROFESSIONAL LEARNING (Group) INSTRUCTIONS

d) Complete a continuing education course (non-academic only)

- Enter activity letter **d**
- Enter the date you completed this activity.
- Courses offered as non-academic credit from the Adventist Learning Community and other educational/professional organizations.
- Enter the stated clock hours **OR** CEUs earned on the certificate received.
- Upload a copy of the certificate

e) Attend a professional conference, convention, seminar, video/YouTube, webinar, or workshop

- Enter activity letter **e**
- Enter the date you completed this activity.
- If there were multiple dates, enter dates in the description.
- Educators earn 0.1 CEU per hour for attendance.
- If you received a certificate enter clock hours or CEU's and upload a copy of the certificate.
- If you did not receive a certificate enter clock hours or CEU's and upload a copy of your registration, confirmation, or agenda.
- @ _____ u _____
- Calculate CEU's using this formula (**Total hours attended x 0.1 = CEUs earned**):
Example: You attended a 4-hour workshop therefore you earned 0.4 CEUs (4 x 0.1 = 0.4)

f) Attend a denominational conference, convention, seminar, video/YouTube, webinar, or workshop

- Enter activity letter **f**
- Enter the date you completed this activity.
- If there were multiple dates, enter dates in the description.
- Educators earn 0.1 CEU per hour for attendance.
- If you received a certificate enter clock hours or CEU's and upload a copy of the certificate.
- If you did not receive a certificate enter clock hours or CEU's and upload a copy of your registration, confirmation, or agenda.
- @ _____ u _____
- Calculate CEU's using this formula (**Total hours attended x 0.1 = CEUs earned**):
Example: You attended a 4-hour workshop therefore you earned 0.4 CEUs (4 x 0.1 = 0.4)

NOTE:

1. Qualifying professional development activities **do not** include those activities that are part of an educator's regular duties. NAD Educators Manual page 34-- 4.7.3
2. Professional activities submitted for credit should contribute directly to professional growth by enhancing the educator's professional skills or expertise.

CEU FORM PROFESSIONAL COLLABORATION INSTRUCTIONS

g) Conference sponsored mentoring program

- Enter activity letter **g**
- Enter the date you completed this activity.
- Educators earn 2.0 CEU total per year.
- Enter the mentee's name (first initial and last name) in the description.
- Enter beginning and ending mentoring dates in the description.
- Enter CEU credit based on the amount of mentoring time:
 - Full Year = 2 CEUs
 - First Semester = 1 CEU
 - Second Semester = 1 CEU

h) Study group or learning community

- Enter activity letter **h**
- Enter the date you completed this activity (multiple dates on the same topic should be entered on the same description line).
- Educators earn 0.1 CEU per hour for attendance and participation.
- Enter the Study Group/Learning Community Title/Topic.
- Calculate CEUs using this formula **(Total hours attended x 0.1 = CEUs earned)**:
Example: You participated in a 2-hour professional learning community in-service for Classroom Management; you earned 0.2 CEUs (2 x 0.1 = 0.2).

i) Peer observation with follow-up reflective learning.

- Enter activity letter **i**
- Enter the date you completed this activity (multiple dates on the same topic should be entered on the same description line).
- Educators earn 0.1 CEU per hour.
- Enter the name of the peer being observed, and the area/focus of observation.
- Calculate CEUs using this formula **(Total hours observed x 0.1 = CEUs earned)**:
Example: You are a 5th grade math teacher who observed another 5th grade math teacher's techniques for teaching story problem solving skills for 1 hour. You earned 0.1 CEU (1 x 0.1 = 0.1)
- **Required:** Upload your reflective learning follow-up for credit.

j) Field testing/piloting NAD curriculum materials

- Enter activity letter **j**
- Enter the date you completed this activity.
- Educators earn the NAD assigned clock hours/CEUs.
- Enter the Field Tested/Piloted NAD Curriculum Title in the description.
- Enter the number of Clock Hours **OR** CEU's earned as stated by NAD.

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CEU FORM PROFESSIONAL COLLABORATION INSTRUCTIONS

k) Serving on a school accreditation visiting team

- Enter activity letter **k** for an accreditation visit, i.e. a full-site visit or an interim review.
 - Only list participation on accreditation team visits for schools other than yours.
 - Enter the date you completed this activity (enter multiple dates in the description).
 - Educators earn 0.5 per day CEUs.
 - Enter the name of the school you evaluated in the description
 - Choose the CEUs earned from the following **(Total number of evaluation days x 0.5 = CEUs earned:**
 - 1-day evaluation/accreditation = $1 \times 0.5 = 0.5$ CEU
 - 2-day evaluation/accreditation = $2 \times 0.5 = 1.0$ CEUs
 - 3-day evaluation/accreditation = $3 \times .5 = 1.5$ CEUs

l) Attendance and participation on education committees/boards

- Enter activity letter **l**
- Enter the date you completed this activity (enter multiple dates in the description).
- Educators earn 0.1 CEU per hour
- Enter the name of the committee/board in the description.
- Calculate CEUs using this formula **(Total hours of participation x 0.1 = CEUs earned):**
Example: You attended and participated on a 3-hour academic standards committee; you earned 0.3 CEUs ($3 \times 0.1 = 0.3$)

NOTE:

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2. Professional activities submitted for credit should contribute directly to professional growth by enhancing the educator's professional skills or expertise.

CEU FORM PROFESSIONAL PRESENTATION AND WRITING INSTRUCTIONS

m) Student Teacher Supervision

- Enter activity letter **m**
- Enter the date you completed this activity.
- Educators earn 0.2 CEU per week each term with a maximum of 3.0 CEUs per certification cycle.
- Enter the student teacher's name (first initial and last name) in the description.
- Enter beginning and ending supervision dates in the description.
- Calculate CEUs using this formula (**Total number of supervision weeks x 0.2, = CEUs earned**):
Example: October 1, 2018 – October 26, 2018 (4 weeks), $4 \times 0.2 = 0.8$ CEUs earned

n) Teaching a university course

- Enter activity letter **n**
- If teaching a college/university course is NOT part of your regular duties, you can report 3 CEU's per each academic credit value (see the K-12 NAD Educators' Certification Manual section 4.7.3).
- Enter the date you completed this activity.
- Educators earn CEU credit that is equivalent to the course value as shown below
- Enter the name of the course taught and the school name.
- Choose the CEUs earned from the following: (**30 clock hours = 3 CEUs = 1 semester credit**)

Course Value	CEUs
1 academic credit course	3
2 academic credit courses	6
3 academic credit courses	9
- Upload your course syllabus for credit.

o) Presenting at an education conference, workshop, or seminar

- Enter activity letter **o**
- Enter the date you completed this activity (enter multiple dates in the description).
- Enter the presentation title and name of sponsoring educational organization.
- Educators earn 0.3 CEUs per clock hour.
- Only count actual presentation hours scheduled by the sponsoring educational organization, excluding travel time.
- CEUs are calculated using this formula (**Total hours of presenting x 0.3 = CEUs earned excluding travel time**):
Example: You presented on the topic of "Classroom Management Skills" at a teacher's convention for 2-hours; you earned 0.6 CEUs ($2 \times 0.3 = 0.6$).
- Upload your agenda/outline for credit.

NOTE:

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

2. Professional activities submitted for credit should contribute directly to professional growth by enhancing the educator's professional skills or expertise.

CEU FORM PROFESSIONAL PRESENTATION AND WRITING INSTRUCTIONS

p) Published non-peer reviewed journal article

- Enter activity letter **p**
- Enter the date you completed this activity.
- Enter the article title, name of publication, and date.
- Enter 1.0 CEU per article.
- Upload your article for credit.

q) Published peer reviewed professional article

- Enter activity letter **q**
- Enter the date you completed this activity.
- Enter the article title, name of publication, and date.
- Enter 3.0 CEU per article.
- Upload your article for credit.

r) Writing and publishing a book on an education topic

- Enter activity letter **r**
- Enter the date you completed this activity.
- Enter the book title, published date, and total number of pages.
- Educators earn 4.0 CEUs per 100 pages.
- CEUs are calculated using this formula (**Total # of Pages in Book x 0.04 = CEUs earned (up to 4 CEUs)**):
Example: You published a 100-page book on Educational Leadership May (current) year, you earned 4 CEUs (100 x 0.04 = 4).

NOTE:

1. Qualifying professional development activities **do not** include those activities that are part of an educator's regular duties. NAD Educators Manual page 34-- 4.7.3
2. Professional activities submitted for credit should contribute directly to professional growth by enhancing the educator's professional skills or expertise.