

# SOUTHERN UNION CONFERENCE OFFICE OF EDUCATION CONTINUING EDUCATION UNIT (CEU)/ALC GUIDELINES



In conjunction with the current [EDUCATOR'S CERTIFICATION MANUAL](#)

**NOTE:** Conditional and Basic certified educators 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 (see Educator's Certification Manual section for PROFESSIONAL ACTIVITY - CONTINUING EDUCATION UNITS (CEU)).

Professional Development activities must be from two different categories and included in the CEUs submitted for renewal during the five years prior to renewal.

## Non-academic Credit Key

1 Clock Hour = 0.1 CEU

10 Clock Hours = 1 CEU

30 Clock Hours = 1 Semester Hour or 3 CEUs

**STEP 1:** Enter completed Clock hours or CEUs into your Adventist Learning Community account as directed in the [CEU/ALC Process PDF and Video](#) on the Certification web page.

- Choose a "Activity type" (click each of the following activity types for more information):
  - [PROFESSIONAL LEARNING \(Independent\)](#)
  - [PROFESSIONAL LEARNING \(Group\)](#)
  - [PROFESSIONAL COLLABORATION](#)
  - [PROFESSIONAL PRESENTATION AND WRITING](#)

## **STEP 2:** Upload supporting documentation

- Examples:
  - Critique and Critique Form for the NAD Professional Growth Reading Plan
  - Critique for other professional books and journals
  - Certificate excluding ALC from (professional conference, convention, seminar, webinar, workshop, agenda, or registration)
  - Denominational conference, convention, seminar, webinar, workshop, agenda, or registration
  - Pre-arranged/approved Educational Travel report and itinerary
  - Peer observation Reflective Learning Follow-up
  - University course taught syllabus (DO NOT count dual enrollment courses)
  - Presenter at an education conference, workshop, or seminar agenda/outline
  - Published non-peer reviewed journal article
  - Published peer-reviewed professional article

## **NOTE:**

If you are currently teaching in a Southern Union Conference school, all professional development activities and supporting documentation must be entered into your Adventist Learning Community (ALC) account by August 1 or an earlier date set by your conference each year.

If you are not currently teaching, but live in the Southern Union, all professional development activities and supporting documentation must be entered into your Adventist Learning Community (ALC) account by August 1 each year.

## **ALC ACTIVITY TYPE: PROFESSIONAL LEARNING (Independent)**

### **a) NAD Professional Growth Reading Plan**

- 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 3-5).

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

### **b) Read professional books/journals**

- 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 pages 3-5).
- Enter the number of CEUs calculated.

### **c) Pre-arranged educational travel**

- 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 section 4787.

#### **NOTE:**

1. Qualifying professional development activities **do not** include those activities that are part of an educator's regular duties such as chaperone's duties or teaching dual enrollment classes (see NAD Educators Manual).
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 Certification Manual PROFESSIONAL LEARNING (independent) section).

- 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

<b>NAD Professional Growth Reading Plan</b>
Title page: <ol style="list-style-type: none"><li>a. Professional Growth Reading Plan Year</li><li>b. Educator's name</li><li>c. Date written by educator</li><li>d. Documentation: Cite references using MLA format</li></ol>
<b><u>SAMPLE TITLE PAGE</u></b>  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

**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**

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**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 Certification Manual PROFESSIONAL LEARNING (independent) section).

**Step 1:**

<b>Professional Reading Summary</b>	
<p>List:</p> <ul style="list-style-type: none"><li>a. Book Title <u>OR</u> Journal Title</li><li>b. Author(s) Name(s) <u>OR</u> Journal Issue Date, Volume #, and Issue #</li><li>c. Your Name</li><li>d. Date written by educator</li><li>e. Total number of pages read</li></ul>	
<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.

## **ALC ACTIVITY TYPE: PROFESSIONAL LEARNING (Group)**

- d) Complete a continuing education course (non-academic only)
- 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, webinar, or workshop
- 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 and agenda.
  - 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 ( $4 \times 0.1 = 0.4$ )
- f) Attend a denominational conference, convention, seminar, webinar, or workshop
- 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 and agenda.
  - 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 ( $4 \times 0.1 = 0.4$ )

### **NOTE:**

1. Qualifying professional development activities do not include those activities that are part of an educator's regular duties such as chaperone's duties or teaching dual enrollment classes (see NAD Educators Manual).
2. Professional activities submitted for credit should contribute directly to professional growth by enhancing the educator's professional skills or expertise.

## ALC ACTIVITY TYPE: PROFESSIONAL COLLABORATION

### **g) Conference sponsored mentoring program**

- 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 the date you completed this activity.
- 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 the date you completed this activity.
- 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 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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## **ALC ACTIVITY TYPE: PROFESSIONAL COLLABORATION**

### **k) Serving on a school evaluation visiting team**

- Only list participation on evaluation team visits for schools other than yours.
- Enter the date you completed this activity.
- Educators earn 0.5 per day CEUs or hours approved by the conference excluding travel.
- 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 =  $1 \times 0.5 = 0.5$  CEU
  - 2-day evaluation =  $2 \times 0.5 = 1.0$  CEUs
  - 3-day evaluation =  $3 \times .5 = 1.5$  CEUs

### **l) Attendance and participation on education committees/boards**

- 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 ( $3 \times 0.1 = 0.3$ )

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## ALC ACTIVITY TYPE: PROFESSIONAL PRESENTATION AND WRITING

### m) Student Teacher Supervision

- 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

- 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 Certification Manual).
- 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**)

<u>Course Value CEUs</u>	<u>CEUs</u>
➤ 1 academic credit course	3
➤ 2 academic credit courses	6
➤ 3 academic credit course	9

NOTE: Upload your course syllabus for credit.

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

- Enter the date you completed this activity.
- 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:

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## **ALC ACTIVITY TYPE: PROFESSIONAL PRESENTATION AND WRITING**

**p) Published non-peer reviewed journal article**

- 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 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 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 ( $100 \times 0.04 = 4$ ).

**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.