

**ARCHDIOCESE OF CINCINNATI  
APPROVED PROFESSIONAL DEVELOPMENT OPTIONS**

**Note: CEUs need to be a minimum of three hours (0.3 CEUs) to be approved.**

OPTION	MAXIMUM CEUs *	CEU VALUE	VERIFICATION PROVIDED BY EDUCATOR FOR PRINCIPAL VERIFICATION OF CEU HOURS FOR LPDC	CRITERIA
ALL College/University Courses taken for credit In-person or Online	Unlimited	NO CEUs are recorded for college courses. An official transcript is needed for renewal.  Equivalents are listed below to help with record keeping only. 1 semester hour = 3 CEUs 1 quarter hour = 2 CEUs 2 quarter hours = 4 CEUs 2 sem/3 qtr hrs. = 6 CEUs	Official Transcript - must be submitted to the LPDC at the time of your renewal	Must be taken through a two- or four-year accredited college or other approved post secondary educational institution. Must be taken for <u>credit</u> with a grade of "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 licensure.  Note: All coursework must be from an ODE approved accredited college/university. Contact ODE for verification of approved accredited status, if needed.
College/University Courses taken for CEU credit or for audit.  In-person or Online	Unlimited	If a course is not taken for credit resulting in an official transcript with a grade or P/F, then only the time in class counts for CEU hours.  Ex: 10 week course that meets for 3 hours per week = 30 hours or 3.0 CEUs.	Official transcript of audited class or certificate/letter of completion verifying hours	Coursework needs to relate to educator's IPDP goals.
Professional Workshop, Conference, In-Service, Institute  In-person or Online	Unlimited	1 clock hour = .1 CEU  Note: Must be a minimum of 3 clock hours. 0.3 CEUs to submit request.	Copy of the workshop agenda/outline and proof of attendance OR signed certificate of attendance/letter verifying hours	Must include only time spent in those portions of the workshop that contribute to the participant's knowledge, competence, performance, or effectiveness in education.  Does not include lunch or breaks.  Note: Include Verification with CEU Request sent to be recorded in the EDC for requests of 3.0 CEUs or greater.

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Professional Learning Community	Unlimited	1 clock hour = .1 CEU	Log of meeting hours and summary of each team meeting.	Prior approval by the principal is required. The team must keep a log of time spent. Must contribute to the understanding of curriculum, assessment, or instruction. PLC teams need to be goal driven and promote an increase in student learning. This is not for planning events, schedules, etc. This is only for learning/teaching.
Professional Presentation to Educators	6 CEUs	1 clock hour = .1 CEU	Copy of presentation or outline	Applies to <u>first</u> presentation to educators for each licensure cycle; include preparation time and presentation preparation/research time; does not apply to presentations to students.
Professional Webinar	Unlimited	1 clock hour = .1 CEU Minimum of 3 hours per request. 0.3 CEUs	Written reflection, verification of hours/completion	Must be a professional education webinar. Educator must submit a one-page written reflection per webinar. Must have a certificate of completion to verify the hours.
Curriculum Development	Unlimited	1 clock hour = .1 CEU	Copy of the final document(s) and verification of participation/hours	Must be service on a formal committee organized by Archdiocesan, state, national or international education agency or organization
Professional Committees	6 CEUs Maximum for local school committee work is 3 CEUs	1 clock hour = .1 CEU	Copy of the final document(s)/product Log of clock hours or meeting minutes	Must be service on a formal committee organized by the local school, Archdiocese, state, national or international educational agency or organization. Must contribute to the profession or add to the body of knowledge in the individual's specific field. Documented clock hours of committee work must be submitted.
National Board of Professional Teaching Standards Certification	18 CEUs	9 CEUs for completing the process but not getting the NBPTS certificate  18 CEUs for completing the process and earning the NBPTS certificate	Official copy of the NBPTS Certificate or documentation of not completing the certificate to the Archdiocese LPDC Coordinator.	Certificate must be completed or participation as candidate must be verified by the expiration date of the Ohio certificate/license.
Master Teacher (Initial Application and Renewal)	Unlimited	6 CEUs	MT Chairperson will submit verification of CEU hours	Completed Portfolio submitted for review

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Mentoring <b>Must be the Archdiocese of Cincinnati Resident Educator Program</b>	Unlimited	Full year (Years 1, 2, 3)  4 CEUs for each educator , per year	Resident Educator Program Coordinator will submit paperwork required for verification of CEU hours	Must be mentoring in the Archdiocese of Cincinnati Resident Educator Program.  These CEUs will be issued by the Archdiocese when the Final Report and RE Program Assessment Forms are submitted.
Cooperating Teacher for a Student Teacher or Observer	Unlimited for licensure cycle	Tri-mester Student Teacher = 3 CEUs Semester Student Teacher = 4 CEUs Student Observer: CEUs match hours observed Exception to maximum granted if college/university issue a document verifying additional hours.	Letter from the Teacher Education Department of the College/University in which the student is enrolled verifying hours or length of time.	Must be supervisor of undergraduate student, graduate student or undergraduate intern, observer, or student teacher.
Teaching a College Course/ Seminar	6 CEUs	1 hr semester course = 1 CEU 2 hr semester course = 2 CEU 3 hr semester course = 3 CEU	Course announcement and course syllabus	Applies only to the <u>first</u> time teaching the course each license/certificate cycle.  Does not include College Credit Plus classes taught in high school as part of a teacher's yearly teaching assignment.
Grant Writing	3 CEUs	1 clock hour = .1 CEU	Copy of grant proposal, documentation of clock hours for planning and preparation	CEU's not dependent on awarding of grant
Professional Reading Group	6 CEUs	1 clock hour = .1 CEU	Group is defined as 3 or more educators. List of meeting dates and written reflection on how the information gained relates to teaching	Must be a faculty discussion group of an educational book that matches the school goals or teacher IPDP goals. Count the time reading: 60 pages = 1 hour and the discussion time.

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OCSAA	See Criteria Section	1 clock hour = .1 CEU	Copy of final document	Over the 2-year cycle you may apply for up to 2.0 CEUs for members of school committees; up to 4.0 for members of the school steering committee at the discretion of the principal.
OCSAA – for administrators EVT Chair or serving on an EVT committee	Unlimited	1 clock hour = .1 CEU	Include date(s) of EVT visit. Each visit needs to be a separate CEU form.	Time includes time spent in meetings and time spent reviewing materials. (Material review, 60 pages = 1 hour) Time spent with meals and/or travel is not included in the total.
Educational Travel organized by an educational agency for the purpose of educator’s professional growth	4 CEUs	1 clock hour = .1CEU	Agenda with documentation of hours	The eligible time for CEUs includes the time spent learning on the trip. Travel time, meals, prayer, mass, break times, social time, etc. are not eligible for CEUs. The travel must result in a written report related to the area of licensure; report must state how the goals and objectives of the trip were accomplished and how knowledge gained will be used in teaching. <b>NO STUDENT or PERSONAL TRAVEL TRIPS are eligible.</b>
Local Professional Development Committee	unlimited	Full Year = 2 CEU	These CEUS will be issued by the Archdiocese LPDC Coordinator.	These CEUs will be issued based upon Fall meeting and local meeting attendance and completion of duties.