

Verifying CEU Hours: Directions for Principals

Friendly Reminder: There is no charge for CEUs until June 30, 2021. We will use these forms and procedures until that time. Please share this happy news with your teachers.

Teacher CEUs

1. Forward the Teacher CEU Form to your teachers.
2. The directions for teachers to use the form are included on the second page of the form.
3. If you have meetings with your teachers, please take a minute to go over the directions with your teachers.
4. As teachers want to submit CEU hours, teachers will send their forms to you with any needed documentation to “prove” their hours.
5. Verify that the teacher has completed all information on the form and hasn’t left anything blank.
6. Verify that the hours are correct based on the documentation the teacher sends.
7. Forward the CEU form to Debbie Braun who will enter the CEUs: dbraun@catholicaoc.org. **The form needs to come from the principal to Debbie. This is our way of electronically signing the form that the hours are verified.**
8. NOTE: If you are holding onto any CEU requests on the old forms, you are welcome to scan and email those to Debbie Braun.

Group CEUs

1. The Principal completes the Group CEU Form.
2. The Principal forwards the Group CEU Form to Debbie Braun: dbraun@catholicaoc.org.
3. Note: You can find teacher Educator IDs in the EDC for your school.
4. This form does not need to be signed by the teacher.
5. An example of a Group CEU for this time of Online Learning would be for an Online Learning In-service. I know teachers have spent many hours learning new platforms and methods of working with students. If you wanted to submit a Group CEU for teachers in your school for this, it would be allowable to submit up to 2.0 CEUs and title the request Online Learning In-service. This would cover all work the teachers have done for this school year. If you do this, make sure that you let the teachers know not to also submit individual requests for this.
6. NOTE: If you are holding onto any Group CEU requests on a Group CEU Form from last year, you are welcome to submit those to Debbie.

Vocare CEUs

1. Follow the usual process and use the Vocare CEU Form.
2. There is no charge for Vocare CEUs either, even though the directions/form says there is.

Questions about completing or submitting the form, contact Debbie Braun.
Any other questions, contact Kathy Kane.