

CLAYMONT CITY SCHOOLS CONTINUING EDUCATION UNIT (CEU) OPTIONS

Please note: 1 clock hour = 0.1 CEU's

1 CEU = 10 clock hours

INDIVIDUALLY GUIDED OPTION	CEU VALUE	MAXIMUM CEU'S PER YEAR	CRITERIA	VERIFICATION
National Board for Professional Teaching Standards Certification	Fixed	6 CEU's for candidates completing the process but not getting the NBPTS certificate. 18 CEU's for NBPTS Certificate.	Must be in the subject area of the individual's assignment or approved by the Superintendent. Certification must be completed or participation as a candidate must be verified by the expiration date of the certificate or license.	Valid copy of National Certificate or documentation for candidate not completing the certificate.
Professional Teaching Portfolio	Variable	6 CEU's	Development of an in-depth professional portfolio which includes a personal mission, goals, guiding questions, related professional development activities, artifacts and evaluation procedures and documentation of collaboration.	Copy of finished portfolio containing evidence of all components accompanied by reflective documentation on the related experiences, selection of artifacts and collaborations.
Publication of Original Work i.e., book, journal article, software, research, curriculum unit, etc.	Variable	6 CEU's	Production of tangible product that enhances teaching and learning	Copy of the book, article, software package, research report, curriculum unit and a reflection paper on the learning while engaged in the process.
Grant Writing	Variable	6 CEU's if the grant is successful. 4 CEU's if grant is unsuccessful.	Copy of grant proposal.	Copy of grant proposal, documentation of clock hours for planning, development and reflection on the learning while engaged in the process.
Professional Committee	Variable	3 CEU's	Must serve on a formal governance committee representing a national, state, or local educational organization or agency. Must be in position to contribute to the educational profession or add to the body of knowledge in a specific field.	Documentation of hours served and verified by the president or chair of the committee.
Internship/Scholarship	Variable	6 CEU's	Must be with an accredited professional organization. Must be completed or participation must be verified by the expiration date of the certificate or license. Production of a tangible product which enhances teaching and learning.	Valid copy of acceptance into the program and copy of the product created as a result of participation.

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OBSERVATION/ ASSESSMENT OPTION	CEU VALUE	MAXIMUM CEU'S PER YEAR	CRITERIA	VERIFICATION
Peer Coaching	Variable	4 CEU's (Both participants are eligible)	Each session must include pre-observation discussion, observation, and follow-up discussion.	Reflective journal on all segments of the observation process and resulting action. Documentation of all contact hours.
Mentoring	Variable	3 CEU's (Both participants are eligible.)	Participation in a formal Entry Year Mentoring program through the Claymont City Schools.	Copy of supplemental contract and a reflective journal documenting the learning process and contact hours.
Cooperating Teacher for Student Teachers	Variable	3 CEU's	Must be part of a formal college program and be approved by the Curriculum Director and building principal prior to accepting a student teacher.	Formal documentation of participation from the college and a reflective journal documenting the learning process and contact hours.

INVOLVEMENT IN IMPROVEMENT PROCESS	CEU VALUE	MAXIMUM CEU'S PER YEAR	CRITERIA	VERIFICATION
Curriculum/Thematic unit development	Maximum of 3 CEU's per unit	6 CEU's	Production of a tangible product that enhances teaching and learning within a course of study.	Copy curriculum/thematic unit and documentation of hours involved.
Course of study development/ revision	1 clock hour= 0.1 CEU	3 CEU's	Must be serving on a formal committee organized by an educational agency or the Claymont City School District.	Copy of the final product, documentation of hours involved and a reflection on the learning while engaged in the process.
School Improvement Committee (i.e., Continuous Improvement, Staff Development, LPDC, RPDC, etc.)	1 clock hour= 0.1 CEU	6 CEU's	Must be serving on a formal committee organized by an educational agency or the Claymont City School District.	Copy of the final product, documentation of hours involved and a reflection on the learning while engaged in the process.
Professional Reading/Study group	1 clock hour= 0.1 CEU	3 CEU's	Subject area must be related to the individual's area of specialization and assignment.	Reflective journal outlining the learning while engaged in the process, documentation of time involved and a report identifying the actions to be taken.

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TRAINING OPTION	CEU VALUE	MAXIMUM CEU'S PER YEAR	CRITERIA	VERIFICATION
Professional Development Presenter	1 clock hour= 0.1 CEU	6 CEU's	May be presented two times during a certification or license renewal cycle.	Copy of program listing the presentation. Documentation of hours involved and presentation handouts.
Teaching a college course/adult education course	1 clock hour= 0.1 CEU	6 CEU's	May be taught twice during a certification or license renewal cycle.	Course announcement listing the individual as the instructor and course syllabus in addition to documentation of hours involved.
Trainer of Trainers Certification	1 clock hour= 0.1 CEU	6 CEU's	Must be a nationally recognized educational program.	Copy of training announcement and syllabus. Documentation of completion of training and action plan for offering the training to others. Documentation of hours involved.

INQUIRY OPTION	CEU VALUE	MAXIMUM CEU'S PER YEAR	CRITERIA	VERIFICATION
Action Research	1 clock hour= 0.1 CEU	6 CEU's	Research must involve the examination of current teaching and learning which results in the advancement of educational knowledge.	Copy of the final product or report on project results, time involved, and reflective documentation on the learning while engaged in the process.
Educational Project	1 clock hour= 0.1 CEU	6 CEU's	Project must be devoted to the enhancement of teaching and learning and involve several building/district staff, students, parents, or community members.	Copy of final product or report on project results, time involved, and reflective journal on the learning while engaged in the process.
Educational Travel	1 clock hour= 0.1 CEU	3 CEU's	Program must be with a qualified education agency or school district.	Copy of travel program content, verification of participation, documentation of time involved and reflective journal on the learning while engaged in the program.