Wright State University

College of Education and Human Services

Local Professional Development Committee

**Guidelines for Coursework and Continuing Education Unit Options**

**Renewal of a certificate/license**

Nine (9) quarter hours/(6) semester hours or equivalent CEUs/clock hours are required to renew a certificate/license. This may be accomplished through college coursework and the following options.

**CEU Values**

1 semester hr. = 3 CEUs; 1 semester hr. = 1 1/2 quarter hr.; 1 quarter hr. = 2 CEUs; 3 quarter hrs./2 semester hrs. = 6 CEUs; 6 semester hrs. = 9 quarter

hrs.; 9 quarter hrs. =18 CEUs; 10 clock hrs. =1.0 CEUs.

**Reactivation of an expired certificate/license**

Individuals with expired four-year provisional certificates must meet the requirements to transition to the five-year license. Expiring certificates require (9) quarter hours or (6) semester hours of coursework and/or EOAs related to classroom teaching and/or in an area of licensure. Certificates expired for up to

five years require (13.5) quarter hours or (9) semester hours of related course work. Certificates expired for more than five years require (18) quarter hours or (12) semester hours of related coursework and/or EOAs.

Individuals who hold an eight-year professional certificate that was issued on or before September 1, 1998, are entitled to a ‘grace’ renewal under the 1987 Standards until September 1, 2006, even if the certificate is expired. Their requirement is completion of (18) quarter hours or (12) semester hours of coursework and/or EOAs completed since the issue date of the certificate, less one semester hour for each year of verified experience during the eight years the certificate was valid. Verification must be submitted on letterhead from the Dean.

**College Coursework**

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| **Maximum CEUs** | **CEU Value** | **Verification** | **Criteria** |
| No limit. | Coursework | Official transcripts or certificate  of completion | Must be taken through an accredited college or other post-secondary institution. Must be taken for credit with a grade of “C” or better or a “P” in a pass/fail course. Coursework is to be in education or in a content area that is related to the individual’s teaching assignment or role in the College.  The objectives for taking the course are to be aligned with the needs of the individual, the University and the College, and the student body. |

**Equivalent Other Activities (EOAs)**

The CEHS LPDC encourages the submission of an Individual Professional Development Plan (IPDP) consisting of a balanced array of professional development activities. Activities may be written in general terms. Educators are encouraged to plan activities that exceed minimum requirements for renewal to ensure flexibility in completing the IPDP.

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| **Option** | **Maximum CEUs** | **CEU Value** | **Verifications** | **Criteria** |
| Professional Conference  (Meeting, Workshop,  Institute, Academy) | No limit. | 1 clock hr. = 0.1 CEUs  10 clock hrs. = 1.0 CEUs | Official transcript, certificate of completion, or agenda. Reflective statement describing 1) alignment of the professional experience with the needs of the individual, the University, the College, and the student body and 2) how the educator plans to apply what was learned from the professional experience. | Must include only time spent in those portions of the program that contribute to the participant’s knowledge, competence, performance, or effectiveness in the classroom or in fulfilling their role(s) at the  University. The objectives for participation in the conference, workshop, institute, etc., are to be aligned with the needs of the individual, the University and the College, and the student body. |
| Program Advisor, Site  Supervisor, University  Supervisor (non-paid  service) | No limit. | 1 clock hr. = 0.1 CEUs  10 clock hrs. = 1.0 CEUs | Written verification provided by the Office of Partnerships and Field Experiences, the Clinical  Director, or the appropriate  Department Chair. | Must serve as an undergraduate or graduate program advisor, as designated by the educator’s department chair, or identified as a site or university supervisor by the Office  of Partnerships and Field Experiences or the Clinical Director.  The objectives for citing these roles are to be aligned with the needs of the individual, the University and the College, and the student body. |
| Thesis Committee Member  or Advisor | No limit. | 1 clock hr. = 0.1 CEUs  10 clock hrs. = 1.0 CEUs | Written verification from  Committee or Department  Chair. | Service is to be aligned with the needs of the individual, the University and the College, and the student body. |
| National Board of  Professional Teaching  Standards Certification  (NBPTS) | 9 CEUs per certificate/license cycle for candidate completing process but not receiving  the NBPTS Certificate.  18 CEUs for educators awarded the NBPTS  Certificate. | 1 clock hr. = 0.1 CEUs  10 clock hrs. = 1.0 CEUs | Valid copy of National  Certificate or Activity CEU. | The objectives for participating in NBPTS Certification are to be aligned with the needs of the individual, the University and the College, and the student body. |
| Ohio Counselor & Social Worker Board; National Board of Certified Counselors | No limit. | 1 clock hr. = 0.1 CEUs  10 clock hrs. = 1.0 CEUs | Certificate of completion. | The objectives for participating are to be aligned with the needs of the individual, the University and the College, and the student body. |
| Professional Presentation | No limit. | 1 clock hr. = 0.1 CEUs  10 clock hrs. = 1.0 CEUs | Official conference, workshop, or seminar agenda. | The presentation is to be related to the educator’s teaching assignment or role(s) at the University and aligned with the needs of the individual, the University and the College, and the student body. |
| Research Study, Project, or Activity Related to the Educator’s Teaching  Assignment or Role(s) at the University | No limit. | 1 clock hr. = 0.1 CEUs  10 clock hrs. = 1.0 CEUs | Documented clock hours and the final written product are to be included. | Study, project, or activity must have prior approval by the CEHS LPDC to qualify for CEUs to renew a certificate/license through the LPDC and is to be aligned with the needs of the individual, the University and the College, and the student body. |
| Curriculum Development | No limit. | 1 clock hr. = 0.1 CEUs  10 clock hrs. = 1.0 CEUs | Documented clock hours and the final written product are to be included. | Curriculum development activities must have prior approval by the CEHS LPDC to qualify for CEUs to renew a certificate/license through the LPDC and are to be aligned with the needs of the individual, the University and the College, and the student body. |
| Professional Committee,  Editorial Board, Review Board (University, College, State, National Committee or Board) | No limit. | 1 clock hr. = 0.1 CEUs  10 clock hrs. = 1.0 CEUs | Documented clock hours and/or proof of service as a reviewer. | Service on the committee is to be aligned with the needs of the individual, the University and the College, and the student body. |
| Grant Writing | No limit. | 1 clock hr. = 0.1 CEUs  10 clock hrs. = 1.0 CEUs | Documented clock hours and a copy of the proposal are to be included. | The grant proposal is to be aligned with the needs of the individual, the University and the College, and the student body. |
| Self-directed Educational  Development: Professional Reading, Research, Educational Travel. Technology: Training and/or Integration in Courses e.g. CTL classes | No limit. | 1 clock hr. = 0.1 CEUs  10 clock hrs. = 1.0 CEUs | The EOA must include a product that can be shared with peers or students (i.e., lesson plans, video, media presentation, in-service program, article, book). | Self-directed activity must have prior approval by the CEHS LPDC to qualify for CEUs to renew a certificate/license through the LPDC. The activity is to be aligned with the needs of the individual, the University and the College, and the student body. |
| Accreditation and/or Program Reviews (NCATE, North Central, CACREP, CORE) | No limit. | 1 clock hr. = 0.1 CEUs  10 clock hrs. = 1.0 CEUs | Announcement of accreditation visit or training opportunity. | The activity is to be aligned with the needs of the individual, the University and the College, and the student body. |
| Other Scholarship or Service | No limit. | 1 clock hr. = 0.1 CEUs  10 clock hrs. = 1.0 CEUs | Written documentation announcing or authorizing the activity. | The activity is to be aligned with the needs of the individual, the University and the College, and the student body |