



TOMS RIVER BOARD OF EDUCATION

Continuing Education Unit Committee

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TO: All TREA Members

FROM: Continuing Education Unit Committee
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DATE: September 16, 2015

SUBJ: CEU GUIDELINES – Revised September 16, 2015

Dear Colleague:

The Committee is pleased to provide you with the following overview of the CEU Program. In the interest of clarity, we have broken down the Program into three parts: Definition, Guidelines and Application Process.

Hopefully, you will find this information helpful and informative as you consider whether you wish to become involved in the CEU process. **Please keep this in your personal files to refer to during the year.**

DEFINITION

Section 1 of Article 16, “Professional Development and Educational Improvement”, of the 2013-2016 Negotiations Agreement addresses much of what is inherent in the definition of CEU’s. The following guidelines further define the CEU Program.

GUIDELINES

1. What is a Continuing Education Unit?

The CEU concept is a nationally accepted measure of non-credit evaluation and should not be confused with graduate or undergraduate credit. The Toms River Board of Education and the TREA have contractually agreed upon two separate guides: one for in-service credit and the other for graduate school reimbursement. Any course of study that is explicitly or implicitly advertised

as available for graduate or undergraduate credit will not be approved for CEU's regardless of whether or not the applicant intends to apply for such graduate or undergraduate credit. CEU credit **may not** be granted for programs leading to certification. Credit for CEU's is granted only for workshops that are attended during non-school hours.

Professional leave is defined as "an activity that requires the member's presence during the school day." The school day is defined in the Negotiation Agreement 2013-2016, Article 31 – Teaching Hours and Teaching Load, Section A, "All teachers shall report for duty fifteen minutes before the opening of the pupil's school day and shall remain fifteen minutes at the end of the school day." Thus, any activities during professional leave that exceed the contractual day may be eligible for CEU's. However, if you are receiving reimbursement from the Board of Education for registration fees and/or mileage you will be denied CEU credit.

2. What is the purpose of CEU's?

The CEU concept is to encourage personnel to take seminars and workshops that enhance their professional development and expertise in the district. Courses available for graduate or undergraduate credit sponsored by institutions of higher learning, agencies and adult schools will not be considered for CEU credit unless co-sponsored or approved by the district.

3. What, specifically, is involved in accumulating CEU's?

One CEU will be granted for ten contact hours (one hour = .1 CEU). If five CEU's have been approved by the Board of Education by September 30, a \$250 stipend will be added to the applicant's base salary. If five CEU's are accumulated after September 30, the stipend will be added to the next year's base salary. A maximum number of thirty CEU's, for a total of \$1500, may be accumulated through the district's CEU credit process.

4. What is a contact hour?

A contact hour is a single classroom session for a minimum of fifty minutes with a qualified instructor, requiring active participation by the participants. Workshop sessions may be considered cumulatively in a multi-session thematic presentation. Meal times will not be considered for CEU credit, including those listed as "working" meals. One hour is automatically deducted for each meal during a workshop. An "organized continuing educational experience" preceding or following designated mealtimes shall be considered.

5. What is an "organized continuing educational experience"?

An "organized continuing educational experience" is a Board of Education and/or CEU Committee approved seminar or workshop specifically designed for staff development to enhance an individual's expertise beyond that which was developed through the credential process.

An informal staff support or help session is not considered an "organized continuing educational experience".

Experiences will be based upon Board of Education approved curriculum and district needs, goals and objectives. The experiences must specifically relate to an individual's present assignment or a change of assignment for the following year.

6. On-line workshops are no longer considered for CEU credits.

7. Administration of the Program.

An ongoing committee oversees the operation and evaluation of the Continuing Education Unit process. The committee consists of eight members: four selected by the TREA and four selected by the Superintendent or his designee.

8. What is “qualified instruction”?

“Qualified instruction” should:

- be specific to the seminar/workshop objective;
- require active participation of the individuals attending;
- meet the guideline requirements.

NOTE: An informal staff support or help session is **not** considered an “organized continuing educational experience”. **In addition, the viewing of tapes, DVD’s, etc., and the reading of journal articles do not meet the criteria for “qualified instruction”.**

Application Process

Step 1: Obtain Application form, Professional Development Documentation form and Attendance Verification form from the main office in any school in the district or on-line at www.trschools.com/staffresources/ceu.asp. Board-sponsored programs require only Verification of Attendance and the Documentation forms. Programs sponsored by the Board of Education will be identified as such. The workshop announcements will indicate the **target audience** for whom the program is intended.

Step 2: Send completed Application form and a copy of the workshop agenda to the CEU Committee (c/o Debra L. McKenna, Assistant Superintendent, 1144 Hooper Avenue, Toms River, NJ 08753, 732-505-5560) **before** attending the workshop. **The CEU Committee reserves the right of refusal for any non-district sponsored workshop that is not pre-approved.** (It is not necessary to forward an agenda for workshops sponsored by the Board.)

Step 3: After the Committee has reviewed the application, all applicants will be notified as to their application status. The Committee meeting schedule for the year will be posted online at www.trschools.com/staffresources/ceu.asp.

Step 4: If the Committee denies the application for CEU credits, the participant will have one opportunity to challenge this decision in writing. **The participant must include all additional information that was not included in the original application** that pertains to the workshop and appropriate supervisors’ recommendations that would assist the Committee in reviewing and possibly revising the decision. It is the participant’s responsibility to gather and submit any additional information at this time. The Committee will not review the application any further after the one-time challenge. **At that point, the decision of the Committee is final.**

Step 5: Upon completion of the workshop, a **signed Attendance Verification and Professional**

Development Documentation form must be submitted to the Committee within one calendar year from the date or last date of the workshop for CEU credit to be granted. Certificates where the name is filled in may be included, but will not be considered as attendance verification.

Step 6: Workshops **not pre-approved** may not meet the CEU guidelines and, therefore, may not be eligible for CEU credit. A decision will be made by the Committee once the Documentation form, Attendance Verification and brochure or agenda from the sponsor describing the workshop are submitted to the Committee.

Step 7: The Administration recommends to the Board of Education the granting of the appropriate number of CEU's.

Step 8: A Certificate of Earned CEU Credits will be forwarded to the applicant following approval by the Board of Education. Duplicate records will be maintained in the Central Administration office.

Debra L. McKenna
For the Committee

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c: Continuing Education Committee Members
Building Principals
Special Services