

PERSONNEL - CERTIFICATED

Professional Development

Continuing Education Units (C.E.U.s) - Administrative Regulations

The following administrative regulations shall be adhered to when implementing Policy 4131.1.

1. The CEU manager shall approve all CEU programs and/or CEU equivalents.
2. The CEU manager shall meet, as necessary, with the district Staff Development Committee to clarify all CEU procedures and requirements.
3. The CEU manager shall develop application/documentation procedures for CEU/CEU equivalent activities. (See Footnotes Page (c)).
4. All district approved programs that result in the acquisition of CEUs/CEU equivalents must meet the following criteria:
 - 1) Planned in response to the district's goals and objectives;
 - 2) Provided by qualified instructional personnel;
 - 3) Evaluated in terms of the degree to which they meet their stated objectives;
 - 4) Documented in accordance with procedures established by the State of Connecticut Board of Education and Brookfield Board of Education; and,
 - 5) Focus on the acquisition, not implementation, of skills, knowledge and abilities in direct support of the goals and objectives of the district.
5. Any district provided CEU activity shall not be for less than five contact hours (.5 CEUs).
6. No CEU equivalent shall be authorized for less than three contact hours (.3 CEUs).

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7. Partial hours are not eligible for credit, i.e., in a five and one-half hour program only five hours may be utilized toward CEUs (.5 CEUs). However, a unified program that offers two, 2 1/2 hour programs in succession shall be awarded .5 CEUs.
8. Credit hours are based on contact hours for all continuing education experiences. Breaks, lunches and other activities, not directly a part of the instructional experience, may not be counted toward a contact hour.
9. The district shall keep a record of time, place, participants, date, topic and number of CEUs earned for all activities provided in meeting the district's 18 hour requirement.
10. In order to receive appropriate CEU credit, full participation in any program awarding continuing education units is expected. Extenuating circumstances that result in less than full participation will be credited in accordance with the following:
 - participation in less than one-half of the full program will result in no CEU credit.
 - participation in more than half, but less than the total program, shall result in one-half CEU credit.
 - Extenuating circumstances shall be defined as illness or other critical emergencies and must be authorized by the CEU manager.
11. Attendance at programs that occur during the school day, and result in the acquisition of continuing education units, shall be carefully monitored and must be authorized by a district administrator.

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12. Teacher participation on non-school time, in an activity approved for the granting of continuing education units, shall be recognized by the district.
13. All CEU Equivalent Plans shall be reviewed by the Staff Development Committee chairperson prior to approval by the CEU manager.
14. Applications may be filed at any time but applicants must keep in mind a timeline that requires review by the Staff Development Committee chairperson.
15. Any denial of a CEU or CEU Equivalent proposal by the CEU manager may be appealed to the superintendent.

The thrust of these regulations is to assure fair and equitable opportunities for all staff in meeting their certification responsibilities, yet preserve the right of the district to efficiently manage its programs.

Footnote: BPS Form 4131.1 (A) CEU Activity Proposal
BPS Form 4131.1 (B) CEU Equivalent Plan
BPS Form 4131.1 (C) CEU Activity Pre-registration and Attendance Form.

Regulations
Adopted: 10/4/89

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut