



**North Central Ohio Educational Service Center
LPDC Activity Guideline Form**

OPTION	MAXIMUM CEU'S	CEU VALUE	VERIFICATION	CRITERIA																					
College: Course Work																									
Courses should reflect the <i>Individual Professional Development Plan</i>	N/A	<table border="1"> <thead> <tr> <th>SEM</th> <th>QTR</th> <th>CEU</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>9.0</td> <td>18</td> </tr> <tr> <td>5</td> <td>7.5</td> <td>15</td> </tr> <tr> <td>4</td> <td>6.0</td> <td>12</td> </tr> <tr> <td>3</td> <td>4.5</td> <td>9</td> </tr> <tr> <td>2</td> <td>3.0</td> <td>6</td> </tr> <tr> <td>1</td> <td>1.5</td> <td>3</td> </tr> </tbody> </table> <p>18 CEU 180 clock hours or 6 semesters</p>	SEM	QTR	CEU	6	9.0	18	5	7.5	15	4	6.0	12	3	4.5	9	2	3.0	6	1	1.5	3	<p><u>Official</u> transcripts or <u>original</u> grade slips</p> <p>NOTE: All original grade cards and transcripts will be returned to the employee.</p>	<p>Must be taken through an accredited 4-year college.</p> <p>Must be taken for credit with a grade of "C" or better, or a "P" in a Pass/Fail course.</p> <p>Course work must be in education or in an area directly related to the individual's job description or area of responsibility.</p>
SEM	QTR	CEU																							
6	9.0	18																							
5	7.5	15																							
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3	4.5	9																							
2	3.0	6																							
1	1.5	3																							
College: Teaching a Course																									
Teaching a course at an accredited college or university.	1.5 CEU's per semester course 1.0 CEU per quarter course MAX – 12 CEU's per cycle	NCOESC Activity Verification Form		May be used for the <u>first</u> time teaching the course in each license cycle.																					
College: Teaching an Adult Vocational or Technical Course																									
	1.5 CEU's per semester course 1.0 CEU per quarter course MAX – 12 CEU's per year		NCOESC Activity Verification Form	May be used for the <u>first</u> time teaching the course each license/certificate cycle.																					
Committee Work																									
These groups shall be directly correlated to the individual's job description or area(s) of responsibility.																									
Committee Work: Curriculum																									
* Activity Verification forms required for pre-approval	3.0 CEU's 30 hours per renewal cycle	1 clock hour = 0.1 CEU	Log of activities with dates and times on NCOESC Activity Verification Form documented with signature of facilitator.	Must be service on formal committee organized by local or state educational agency or organization.																					

OPTION	MAXIMUM CEU'S	CEU VALUE	VERIFICATION	CRITERIA
Committee Work: Study Groups				
* Activity Verification forms required for pre-approval	3.0 CEU's 30 hours per renewal cycle	1 clock hour = 0.1 CEU	Log of activities with dates and times on NCOESC Activity Verification Form documented with signature of facilitator.	Groups formed to study and respond to educational issues. Must be supported by an administrator or the NCOESC Team Leader and verified by such.
Committee Work: Professional Committees				
* Activity Verification forms required for pre-approval	6.0 CEU's 60 hours per renewal cycle	1 clock hour – 0.1 CEU	Log activities on NCOESC Activity Verification Form documented with signature of facilitator.	Must be service on formal committee organized by local or state educational agency or organization(s).
Cooperative Teacher or Cooperative Teacher, a practicum teacher student				
* Activity Verification forms required for pre-approval	3.0 CEU's 30 hours per renewal cycle	3.0 CEU's per student teacher	Log activities on NCOESC Activity Verification Form documented with signature of college/university department chair or coordinator of student teaching.	Must be supervised of an undergraduate student practicing in the classroom setting.
Educational Book Reading				
* Activity Verification forms required for pre-approval	3.0 CEU's 30 hours per renewal cycle	1.0 CEU per book	Summary of the book must be submitted in format which can be shared with your peers.	Must be a book from the educational field.
Educational Journal Article Reading				
* Activity Verification forms Required for pre-approval	1.0 CEU 10 hours	0.2 CEU per article	Summary of the journal article must be submitted in format which can be shared with your peers.	Must be journal from the educational field.
Educational Projects				
* Activity Verification forms required for pre-approval	Unlimited	1 clock hour = 0.1 CEU	Log activities on NCOESC Activity Verification Form documented with signature of facilitator.	Projects must have prior approval and final approval after completed and verification by LPDC.

OPTION	MAXIMUM CEU'S	CEU VALUE	VERIFICATION	CRITERIA
Educational Travel				
* Activity Verification forms required for pre-approval	2.5 CEU's per renewal cycle 25 hours per renewal cycle	0.5 CEU per travel date	Log activities on NCOESC Activity Verification Form documented with signature of facilitator.	Must enhance individual's work in the profession or contribute to employee's area of specialization which will lead to a summary for dissemination to your peers.
Externship				
* Activity Verification forms Required for pre-approval	6.0 CEU's per renewal cycle 60 hours per renewal cycle	1 clock hour = 0.1 CEU	Log activities on NCOESC Activity Verification Form documented with signature of facilitator.	Enhance individual's work in profession or contribute to educator's specialization. Visitation to examine facilities. Witness application of topics in the world of education or business.
Grant Writing				
* Activity Verification forms Required for pre-approval	6.0 CEU's 60 hours per renewal cycle	1 clock hour = 0.1 CEU	Log activities on NCOESC Activity Verification Form documented with signature of facilitator.	Hours not dependent upon awarding of grant.
Mentorship or Mentee				
* Activity Verification forms required for pre-approval	6.0 CEU's 60 hours per renewal cycle	6.0 CEU's per mentorship or Mentoreeship	Log activities on NCOESC Activity Verification Form documented with signature of facilitator.	Must be mentoring another NCOESC employee.
National Board of Professional Teaching Standards Certification and Professional Vocational Board Certification				
	Unlimited	1 clock hour = 0.1 CEU Per evaluation completed	Valid copy of the National Certificate or completed application	Must be in the subject area of the individual's assignment. Must be related to IPDP goals.

OPTION	MAXIMUM CEU'S	CEU VALUE	VERIFICATION	CRITERIA
Peer Observation or Classroom Visit				
	5.0 CEU's per renewal cycle 50 hours per renewal cycle	1 clock hour = 0.1 CEU	Log activities on NCOESC Activity Verification Form documented with signature of facilitator.	Visitation to examine facilities and/or witness innovative educational practice(s).
Professional Conferences				
<ul style="list-style-type: none"> * Activity Verification forms required for pre-approval • Workshops • Clinics • Institute • Academy or Seminar <p>These choices reflect the <i>Individual Professional Development Plan</i>. Approval of these offerings shall be contingent upon actual hours on task.</p>	Unlimited	1 clock hour in workshop = 0.1 CEU (excluding time at breaks & meals)	Original certificate of Attendance or Certificate of Completion. If a certificate was not issued, then a 200-300 word reflective review of the activity is acceptable.	Must include only time spent in those portions of the conference/program that contribute to the participant's knowledge, competence, performance, or effectiveness in education.
<ul style="list-style-type: none"> • Teaching/presenting a workshop or seminar series 	6.0 CEU's per renewal cycle 60 Hours per renewal cycle	1 clock hour = 0.1 CEU	Complete NCOESC Activity Verification Form.	May be used for the first time teaching/presenting the workshop or seminar series.
Publication of Original Work in an Educational Journal				
<ul style="list-style-type: none"> * Activity Verification forms Required for pre-approval 	Unlimited	1.0 CEU per published article	Copy of the article	Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must be commercially published book or journal.
Video/Audio Review				
<ul style="list-style-type: none"> * Activity Verification forms Required for pre-approval 	1.0 CEU per renewal cycle	0.2 CEU per review	Summary of video/audio must be submitted in format which can be disseminated to your peers.	Must be video/audio from the educational field.