

## **Personnel -- Certified**

### **Continuing Education Units (CEU's)**

The Stafford Board of Education shall provide annually no fewer than 18 hours of professional development activities for its certified employees at no cost to the employees. These activities will be held at a time and location to be determined by the Board or its designee with the advice and assistance of the teachers employed by the Board, including representatives of the exclusive bargaining unit of such teachers through the Professional Development Committee. The Stafford Board of Education reaffirms its intention to provide staff development as a planned, systematic, and ongoing activity intended to increase the knowledge and improve the skills of the participants. Therefore, the Stafford Board of Education will award .1 CEUs for each full contact hour of professional development activity, based on a minimum of 2 contract hours of participation in a planned continuing education experience. The District shall issue CEU's as per Connecticut's Guidelines for the Issuance of Continuing Education Units Required for Certification.

### **CEU Equivalents**

All CEU Equivalents must receive prior approval in writing from the CEU Manger. A CEU Equivalent shall be awarded by the Stafford Board of Education to its certified employees for the successful completion of professional development activities based on a minimum of 2 contact hours of participation in a planned continuing education experience other than an activity already granted CEU credit. The acquisition of new skills, knowledge, and abilities will be considered appropriate activities for the earning of CEU Equivalents.

CEU Equivalents will be considered for the following types of activities which support district, building and/or individual goals:

- conversion of college and university credit beyond the master's degree
- planned independent activities resulting in a verifiable outcome such as projects, committee, grade level and/or departmental activities that result in specific and verifiable learning experiences
- formulation of professional development workshop(s) offering CEUs to participants and the initial presentation
- planned educational research resulting in verifiable outcomes
- participation in workshops/conferences not provided by approved Connecticut State Department of Education providers

It is the responsibility of the teacher to maintain a record of his/her CEUs or CEU equivalents, earned during each consecutive five-year period, and for providing the State Department of Education verification of earned CEUs for updated certification.

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