



American Association of Christian Schools Guidelines for CEU/Staff Development Activity Approval

Continuing Education Units (CEUs), are commonly offered for attendance at seminars sponsored by universities, teachers' conventions, and other educational institutions. CEUs may also be granted for professional development activities provided the criteria are met and the activity has been recognized for CEU credit by the AACS Education Office.

To qualify for CEU credit, a professional development activity must:

- be conducted by an instructor possessing at least a bachelor=s degree in Education or another field directly related to the activity;
- be conducted in a classroom or seminar setting;
- directly address the educational process (Bible Studies, preaching services, and self-help workshops do not qualify for CEU credit);
- address topics appropriate to the endorsement area of those receiving CEU credit.

Those who receive qualified instruction are awarded one-tenth of a CEU for each hour of class time. No credit will be given for a period of less than fifty minutes. Only instructional time may count for credit. Time spent in preparation, reading, or out-of-class assignments may not count for credit.

If you wish to submit a request for CEU credit for a staff development activity, complete the form (legibly) and submit it to the AACS Education Office in advance. **The Education Office must approve your staff development activity in advance in order for you to receive CEU credits.** Upon completion of the approved activity, each participant requesting CEU credit should complete a "Continuing Education Units Application Form." **Copy the approval form that has been returned to you on the back of each participant application submitted. Applications without the returned approval form copied on the back will not be accepted.** There must be a form for each participant.

American Association of Christian Schools
Application for Onsite CEU/Staff Development Activity

Class or Seminar Title:

Instructor name:

Academic degree and/or other qualifications:

Educational topics or issues the activity will address (must be professional development):

Description of event: (Will the activity be part of a conference, staff development activity at school, or other?)

Date(s) and times of activity:

Number of direct instructional hours:

Certification areas of those who will attend/receive CEU credit:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Pre-school | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Counselor |
| <input type="checkbox"/> Elementary | <input type="checkbox"/> Administrator |
| <input type="checkbox"/> Secondary | |

Signature of Administrator requesting CEU credit: _____

Date request filed: _____

AACS School Name and Address: _____

Telephone: _____ Fax: _____ E-Mail: _____

AACS Response:

- | | |
|---|------------------------|
| <input type="checkbox"/> CEU credit granted | |
| <input type="checkbox"/> CEU credit denied | Explanation of denial: |

Number of CEU credits allowed for activity: _____ tenths

Conditions or limitations:

Signature of Education Office official: _____

Date of reply: _____

(1 copy to requesting administrator)