

Approved Credit-Bearing Experiences

The following chart of credit-bearing experiences is meant to provide Columbus educators with examples of the types of professional development activities in which they can participate and earn credits for renewing or transitioning to a 5-year license.

In order to earn CEU credits for any professional development activity, an educator must first have an approved Independent Professional Development Plan (IPDP) on file with the LPDC. All experiences must directly relate to one or more goals of the professional's IPDP. **All CEU requests made for any activity must be submitted within one calendar year of the completion of the activity.**

Experience	Guidelines	Required Documentation
1. College/University Courses	Participate in an accredited college or university course related to the individual's approved IPDP and receive a passing grade.	An official transcript that is submitted along with the application when an educator is renewing a license. Note: Do not submit college coursework for approval in PDS (by completing an External Credit Request).
2. Approved District Professional Development Activities (listed in the PDS Course Catalog)	Register for the professional development activity (course) in the PDS Course Catalog. Complete professional development activity requirements successfully. Attendance will be validated and entered into the PDS by the Instructor of the activity.	Educator's PDS CEU Transcript will be updated (automatically) upon completion of attendance procedures by Instructor and will reflect the number of CEUs earned. Note: An educator must have an approved IPDP on file with the LPDC before engaging in an activity that grants CEUs in order to use those CEUs for license renewal.
3. Public School WORKS	Educator is eligible to earn up to 1.0 CEU for completing courses in Public School WORKS per academic year. Educator is awarded 0.1 per professional contact hour. The educator will complete an External Credit Request in the CCS PDS.	Educator will upload the Public School WORKS transcript into the PDS as verification of completion.

Experience	Guidelines	Required Documentation
4. Synchronous Online Professional Development Approved PDS Course Requesters are able to offer synchronous professional development using online meeting applications such as, but not limited to, Zoom, AdobeConnect, Google Meet, WebEx.	Approved PDS Course Requesters/Instructors will submit a proposal for approval in the PDS.	Revised June 3, 2020: PDS Instructors will maintain either a recorded copy of the session or collect a record of attendance at the end of the session (see below). • If the session is recorded, PDS Instructors will also maintain attendance for all participants that received CEUs by printing attendees' names on the CCS District Attendance Form. • If the session is not recorded, participants are required to complete a Google Form with the participant's name, employee ID number, and time the person attended (i.e., 4:06 - 4:59 pm) after the virtual/online session is completed. The link to the Form needs to be shared at the end of the virtual/online session. Instructors will allow three school days for completion. The Instructor will file the resulting Google Sheet created by the Form as the printed record of attendance.
5. Conference or Non-CCS Professional Development	Educator is awarded 0.1 CEU per professional contact hour. The educator should submit an External Credit Request in the PDS for approval prior to attending the activity to ensure that it will be approved for CEU credit. The educator must relate participation in the conference to one or more goals on his/her approved Independent Professional Development Plan (IPDP).	Certificate, statement of contact hours if provided by conference, or proof of attendance and a document containing the agenda for the conference with timeframes. This will be used to determine the number of contact hours. Either of the above MUST be uploaded to the LPDC through the External Credit Request in the PDS.
6. Cooperating Teacher Supervising a Full-Time Student Teacher	Revised March, 2020: See Page 4 for complete set of guidelines.	Revised March, 2020: See Page 4 for required documentation.

Experience	Guidelines	Required Documentation
7. Administrative Field Experiences Supervise an employee completing field experience for an administrative license. The individual is receiving the license in addition to a teaching license.	The mentor requesting CEUs must submit an External Credit Request in the PDS for approval as soon as the field placement is initiated.	1.0 CEU for a placement. The Service Agreement must be submitted to the LPDC as verification of the placement. The field experience must be greater than 90 hours.
8. Participation in National Board Candidacy Based upon standards established by the Ohio Department of Education, completion of the National Board Process will earn an educator 18 CEU credits IF the individual has an approved IPDP on file with the LPDC. NBCT Renewal is worth 9 CEU credits.	Complete all requirements of the National Board process. Submit an External Credit Request in the PDS.	Copy of National Board Certificate (new candidate or renewal) submitted to the LPDC via the External Credit Request.
9. Participation in Master Teacher Program Upon the educator obtaining Master Teacher designation, the Professional Learning and Licensure TOSA will enter the activity in PDS for 3 CEUs.	Complete all of the requirements for the Master Teacher program.	Proof of completion of the Master Teacher program/designation.
10. Participate in Teacher Leader Initiative Completion will earn an educator 18 CEUs if they fully participate in the TLI Program.	Complete all requirements of the TLI Program. This includes attendance and participation of face-to-face meetings, online modules and submission of Capstone Project.	District Coordinator will be responsible for submitting a proposal the PDS, tracking completion and maintaining records of participation.
11. School-Initiated Professional Development Experiences (Examples: Participation in a Teacher-Based Team [TBT], Peer Coaching/Mentoring, Action Research, Study Group, Development of Tutor Programs, etc.) Note: All proposals for School-Initiated Professional Development	The LPDC does not grant partial CEU credit for an approved professional development experience. An educator must be in attendance for the duration of the experience to qualify for the approved number of CEUs. <i>For Teacher-Based Teams and Professional Learning Communities, participants must attend at least 75% of the sessions to earn the CEU credits.</i> Prior to submitting a course proposal, one must first	Regular attendance at all meetings related to the program. Completion of a program evaluation form during the final meeting (if provided). The PDS Course Instructor completes attendance procedures in the PD System and submits for credit approval. The LPDC will issue the CEUs, which will be listed

Experiences must be approved for CEU credit by the LPDC before the onset of the program.	be established as an approved PDS Course Requester. Contact the LPDC or register for “PDS Course Requester” training in the PDS.	in each participant’s PDS CEU Transcript as “Completed.”
12. Individual Professional Development Activity All proposals for individual professional development activities must be approved for CEU credit by the LPDC and must be related to at least one goal of the participant’s approved IPDP.	Educator is awarded 0.1 CEU per professional contact hour. The educator should submit an External Credit Requests in the PDS for approval prior to attending the activity to ensure that the activity will be approved for CEU credit. The educator must relate participation in the activity to one or more goals on his/her approved Independent Professional Development Plan (IPDP).	A statement of contact hours provided by the outside organization sponsoring the professional development activity, or materials related to the experience along with proof of attendance. One of the above must be submitted to the LPDC via the External Credit Request in the PDS.

Cooperating Teachers & Licensed Support Personnel Supervising University Students Approved Credit Bearing Activities

Type of Placement	Guidelines	Required Documentation	Number of CEUs Granted
Tutoring	Lead teacher working with a group of university students to provide tutoring services.	The educator must submit the CEU Request Form found at http://bit.ly/CCSCEUs at the end of the students' placements.*	0.5 CEU per Tutoring Group
Short Term Field Placement/Observation	Host a short term field placement/observation university student.	The educator must submit the CEU Request Form found at http://bit.ly/CCSCEUs at the end of the student's placement.*	0.5 CEU per 35 Hour or Shorter Placement 1.0 CEU per 36-74 Hour Placement
Extended Field Placement/Observation (example: OSU FEPP)	Host an Extended Field Placement/Observation (including OSU FEPP) student.	The educator must submit the CEU Request Form found at http://bit.ly/CCSCEUs at the end of the student's placement.*	1.5 CEUs per 75-140 Hour Placement 2.0 CEUs per 141-211 Hour Placement 2.5 CEUs per 212 Hour or Longer Placement
- Student Teaching - Intern - CoPlanning-CoTeaching - Collaborative Teaching - Practicum	Supervise a student teacher or intern.	The educator must submit the CEU Request Form found at http://bit.ly/CCSCEUs at the end of the student's placement.* Reflection Log: Please submit a one page summary of your experience if required. In your summary, please include your suggestions/explanations on whether or not the district should consider hiring the student teacher.	7.0 CEUs per 700 Hour/18 Weeks/93 Days or Longer Placement (Reflection Required) 6.0 CEUs per 600 Hour/16 Weeks/80 Days or Longer Placement (Reflection Required) 5.0 CEUs per 500 Hour/13 Weeks/66 Days or Longer Placement (Reflection Required) 4.0 CEUs per 400 Hour/10 Weeks/53 Days or Longer Placement (Reflection Required) 3.0 CEUs per 399 Hour or Shorter Placement (No reflection required)

* To receive CEUs for mentoring a university student, CCS personnel must submit the CEU Request Form (and any other identified requirements) no later than January 20th for first semester placements and June 20th for first semester and/or second semester placements of the school year in which the placement occurred. Please complete the form at the end of the student's placement. In addition, all placements must have been made by CCS Professional Learning and Licensure. If approved, CEUs will be awarded in PDS by Professional Learning and Licensure by February 1st and June 30th.