

CEU REMINDER

In the interest of ensuring that staff members receive CEUs for professional development activities that they attend, I am issuing a reminder of the requirements that must be followed.

- Attendance sheets must be signed in and out. This process cannot be done at the same time.
- Legible information is critical. We must be able to read your name.
- Attendance of 100% of the time (for less than 5 hours) is required to receive CEUs. If an activity exceeds 5 hours CEUs will be issued if the attendee is present for 80% of the clock hours and has the approval of the building administrator ensuring that there were extenuating circumstances (e.g. illness, emergency situations) preventing full participation the participant may receive 80% of the CEUS offered. **IF YOU SIGN OUT PRIOR TO THE END OF THE SESSION YOU MAY NOT RECEIVE CEUs.**
- Only time on task (no breaks or lunch) can be counted as time towards CEUs. Only complete hours (no fractions of hours) are considered for CEUs.
- A CEU Activity Class must be entered in Protraxx for any professional development class to be awarded CEUs. The individual requesting and planning the workshop must complete this form online, enroll attendees and take attendance. A copy of the sign in sheet should be submitted to Central Office immediately once the activity is completed.
- For CEU equivalents to be given, the CEU Equivalent Request Form must be completed and approved **prior to the activity**. The same time requirements must be met for outside activities and the verification form must be signed.