

Lancaster City Schools Professional Development Committee
Sample Group Activity Guidelines

Group	Activity	Max. CEUs	CEU Value	Verification	Criteria
1	Local Requirements	5 CEUs per license cycle	1 clock hr = 0.1 CEU	Administrator's Signature	Must meet local district in service expectations and be related to IPDP goals
2	College Courses	No Limit	1 semester hr = 3 CEUs 1 quarter hr = 2 CEUs	Transcript	Must be related to IPDP goals
2	Workshops	No Limit	1 clock hr = 0.1 CEU	CEU Certificate or Certificate of Attendance	Only time spent in IPDP goal related activities
3	Mentoring	6 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	Mentor of teacher or administrator in Entry Year Program
3	Curriculum Development	No Limit	1 clock hr = 0.1 CEU	Activity Verification Form	Service on local, county, state or national formal committee
3	Professional Committee	No Limit	1 clock hr = 0.1 CEU	Activity Verification Form	Service on local, county, state or national formal committee
3	Grant Writing	6 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	Not dependent on award of grant. Planning and preparation only. Not for management of grant.
3	Teaching Portfolio	1 CEU per license cycle	1 CEU	Activity Verification Form and Portfolio	Must satisfy license renewal standards
4*	Publication	No Limit	6 CEUs for a book 3 CEUs for an article	Activity Verification Form and a copy of the publication	Must contribute to the education profession and be commercially published
4*	Peer Observation/School Visitations	1 CEU per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	Not part of mentoring program
4	National Board of Professional Teaching Standards	13 CEUs per license cycle	13 CEUs for completion 6 CEUs for participation without completion	National Board Certificate, or Activity Verification Form for participation only	Must be related to IPDP goals
4	Professional Vocational Board Certification	6 CEUs per license cycle	1 clock hr - 0.1 CEU	Certificate of Completion	Time in course work/clinics for test preparation purposes only
4	Cooperating Teacher for a Student Teacher	6 CEUs per license cycle	1.5 CEUs per semester 1.0 CEU per quarter	Activity Verification Form	

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4	Cooperating Teacher for a Practicum Teacher or Field Experience Student	3 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	
4	Teaching a College Course/W/S	6 CEUs per license cycle	1.5 CEUs per semester 1.0 CEU per quarter	Activity Verification Form	
4*	Professional Presentations	6.0 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	Applies to the presentations of a topic each license cycle
4*	Educational Project	No Limit	1 clock hr = 0.1 CEU	Activity Verification Form	Must apply educational skills and knowledge toward the development of a project. Hours for planning and preparation only.
4*	Self-Directed Educational Development	3 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	May include professional reading, research, educational travel. Must enhance individual's work in the profession or contribute to educator's area of specialization
4*	Externship	6 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	Must enhance individual's work in the profession or contribute to educator's specialization

NOTE*** - - 18 CEUs/180 clock hours are required for license renewal/initial issuance.
Preapproval is necessary for all Group 4 activities with *.