

**MINERVA LOCAL SCHOOL DISTRICT
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE
CONTINUING EDUCATION UNIT OPTIONS**

ACTIVITY	Contact Hours	Con. Hour Value	CRITERIA
Publication of Original Work Ex. Books. Articles for professional journals.	120 contact hours per license cycle	60 contact hours for book. 30 contact hours for article in a professional journal or magazine.	Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must be a commercially published book or article.
Supervising Pre-Student Teachers	30 contact hours per license cycle	5 contact hours per semester	Must be a supervisor of undergraduate pre-student teachers.
Self-directed Educational Development, Professional Reading/Research, Educational Travel, Pre-Viewing Media	30 contact hours per license cycle (Limit 1 CEU per individual activity)	1 clock hr. = 0.1 CEU	Must enhance individual's work in the profession or contribute to teacher's area of specialization
Related Work experience or Externship	60 contact hours per license cycle	1 clock hr. = 0.1 CEU	Must enhance individual's work in the profession or contribute to teacher's specialization
Teaching a college course	30 contact hours per license cycle	15 contact hours per semester 1 CEU per quarter course	May be used for the first time teaching the course each license /certificate cycle.
Teaching adult vocational or Technical Course	30 contact hours per license cycle	15 contact hours per semester 1 CEU per quarter	May be used for the first time teaching course each license/certificate cycle.

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College **Must provide Official Transcript, Original grade slip or Original Certificate of Completion.	Unlimited	1 Semester hr. = 30 contact hours	Must be taken through an accredited college or other approved post secondary educational institution. Must be taken for credit with a grade of "C" or better, or a "P" in pass/fail course. Coursework must be in education or in a content area directly related to the individual's teaching assignment or to working with students.
Professional Conference/Workshop/Institute/Academy or In-service Credit	Unlimited	1 clock hr. in workshop equals 1 contact hr	Must include only time spent in those portions of the conference that contribute to the participant's knowledge, competence. Performance, or effectiveness in education
Competitive Grant Writing	50 contact hours per license cycle	1 clock hr. = 1 cont. hr.	Pre-approval necessary. Hours not dependent on awarding of grant. Documented clock hrs.
Inquiry/Action Research/In'depth Study over time	60 contact hours per license cycle	1 clock hr. = 1 contact hr.	Project must have prior approval and final approval after completion and verification by LPDC.
Professional Presentation **Ex. – Presenting at workshop or seminar.	Unlimited	1 clock hr. presentation	Pre-Approval necessary. Applied to first presentation of subject for each licensure/certificate cycle.
Community/Business Educational Project which form a partnership between school, community, & business. Ex. - Student shadowing, Cultural Fair, Contests, Job Fair.	60 contact hours	1 clock hr. =1 contact hr Documented clock hrs. in planning and preparing.	Project must have prior approval and final approval after completion and verification by LPDC. Applied to first initiation of project.

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Curriculum Development Ex. - Course of Study Textbook Selection	Unlimited	1 clock hr. = 1 contact hr.	Must be developed through a formal committee organized by local, state, national or international education agency or organization.
Professional District Committees with Goal which will involve Professional Growth	30 contact hours per license cycle	1 clock hr. = 1 contact hr. or	Must be service on formal committee organized by local, state, national or international education agency or organization related to specific field. Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Documented clock hours of committee work.
National Board of Professional Teaching Standards Certification (NBPTS) ** Verification – Valid copy of the National Certificate or Activity Documentation Voucher for candidate no completing certificate	360 contact hours per certificate/license cycle for candidate completing process, but not getting the NBPTS	Upon completion	Must be in the subject area of the individual's assignment. Certificate must be completed or participation of candidate must be verified by the expiration date of the Ohio certificate/license.
Mentoring	60 contact hours per license cycle	15 contact hours per semester	Must be mentor of teacher, administrator, or specialist as part of Entry Year Program
Cooperating Teacher	60 contact hours per license cycle	15 contact hours per semester	Must be supervisor of undergraduate student, graduate student or undergraduate intern, or student teacher.

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District Directed Book Study EX: Summer Reading	120 contact hours per license renewal	30 contact hours per school year	Book must be assigned through the Administrative Office, and task assigned with the book completed in order to earn the 30 contact hours.
Professional Learning Communities	30 contact hours per license renewal		PLC Meetings that occur throughout the school year as directed by the principal of the bldg. Attendance log required to be turned in.

****** NOTE ******

UNLESS OTHERWISE STIPULATED ALL OF THE ABOVE OPTIONS REQUIRE PRE-APPROVAL DOCUMENTED BY AN ACTIVITY DOCUMENTATION VOUCHER WHICH CAN BE PRINTED OFF FROM THE CERTIFICATION AND LICENSURE LINK ON THE MINERVA LOCAL WEB PAGE.