

Activity Verification Guidelines

Local Requirements	No limit	1 Clock Hr = 0.1 CEU	Certificate of Participation Official Signature	Activities that receive approval for local district in-service requirements.
College Courses	No Limit	1 Sem Hr = 3 CEUs 1 Qtr Hr = 2 CEUs	Transcript	Must be related to IPDP goals and must be approved by the Ohio Board of Regents.
Workshop Conference	No Limit	1 Clock Hr = 0.1 CEU	CEU Certificate or Certificate of Attendance	Only time spent in IPDP related activities.
Resident Educator Mentor, Mentoring	10 CEUs Per License Cycle		Activity Verification Form or Certificate of Participation	Mentor of teacher or administrator in Resident Educator Program.
Curriculum Development	No Limit	1 Clock Hr = 0.1 CEU	Activity Verification Form, Copy of Finished Product or Work-in-Progress	Service on local, county, state or national formal committee.
Professional Committee	No Limit	1 Clock Hr = 0.1 CEU	Activity Verification Form	Service on local, county, state or national formal committee.
Committee Meetings within District	5 CEUs Per License Cycle	1 Clock Hr = 0.1 CEU	Certificate Awarded by Principal, Superintendent or District Designee	Service on building and/or district committees
Publication	8 CEUs per License Cycle	4 CEUs with Each Publication	Activity Verification Form, Copy of Publication	

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				Must contribute to the education profession and be commercially published
Peer Observation	1 CEU Per License Cycle	1 Clock Hr = 0.1 CEU	Activity Verification Form	Not part of the mentoring program. Must include discussion, observation and follow-up journal.
National Board of Professional Teaching Standards	18 CEUs per License Cycle	18 CEUs = Completion, 6 CEUs for Participation w/o Completion	National Board Certificate, Activity Verification Form for participation only	Must be related to IPDP goals.
Professional Vocational Board Certification	6 CEU's Per License Cycle	1 Clock Hr = 0.1 CEU	Certificate of Completion	Time in coursework/clinics for test preparation purposes only.
Cooperating Teacher for Student Teacher	6 CEU's Per License Cycle	1.5 CEUs/Semester	Activity Verification Form	Must be part of a formal college program
Cooperating Teacher for Methods Teacher	3 CEUs Per License Cycle	0.5 CEUs / Methods Teacher	Activity Verification Form	Must be part of a formal college program.
Teaching a College Course	6 CEU's per License Cycle	1.5 CEUs/Semester	Course Announcement Citing Name of Instructor on the Syllabus	Must be part of a formal college program
Teaching Adult Education Courses	6 CEU's per License Cycle	1 Clock Hr = 0.1 CEU	Activity Verification Form	
Trainer of Trainers Certification	6 CEUs Per License Cycle	1 Clock Hr = 0.1 CEU	Copy of Training Announcement and Syllabus	Must be a nationally recognized educational program.

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Professional Presentation	3 CEUs Per License Cycle	1 Clock Hr = 0.1 CEU	Activity Verification Form, Copy of Program Listing	Applies to the first presentation of a topic each license cycle
Action Research	6 CEUs Per License Cycle	1 Clock Hr = 0.1 CEU	Activity Verification Form, Copy of Finished Product	Research must involve examination of current teaching and learning, that results in improvements of one's instructional practice. Pre-Approval Needed.
Educational Project	6 CEUs Per License Cycle	1 Clock Hr = 0.1 CEU	Activity Verification Form, Copy of Finished Product	Project must be devoted to enhancement of teaching, learning and involve several staff, students and community members. Pre-Approval Needed.
Self-Directed Educational Development	3 CEUs Per License Cycle	1 Clock Hr = 0.1 CEU	Activity Verification Form, Journal of Learning While Engaged in the Process	May include professional reading, professional research, or webinars. Must enhance individual's work in the profession or contribute to educator's area of specialization assignment. Pre-Approval Needed.
Master Teacher Program	1 CEU or 6 CEUs Per Criteria	See Criteria		1 CEU for an unsuccessful attempt. 6 CEUs for Award of Master Teacher

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Educational Webinar with Certificate	NO Limit	1 Clock Hr = 0.1 CEU	Certificate of Completion	Must be related to IPDP goals
Note: Webinars without a Certificate would fall within the Self Directed Educational Development				
18 CEUs/180 Clock Hours are required for license renewal				Updated:10/11/21