

## Continuing Education Unit (CEU)

### **Fact Sheet #107**

CEUs are awarded for the successful completion of professional development activities which focus on improved student learning. CEUs awarded by providers approved by the CSDE may be used to fulfill the certification requirements for the continuance of a professional educator certificate. Each CEU is based on ten contact hours of educational experience. Three semester hours of graduate credit, awarded by a regionally accredited institution, will be accepted as equivalent to 4.5 CEUs, if the credit is in a person's current endorsement area, or if the credit is being applied to a new endorsement. State law requires the successful completion of 90 hours of continuing education, which is documented by nine CEUs or graduate course work, every five years, in order for a holder to maintain a professional educator certificate. Effective July 1, 1989, you **MUST** successfully complete CEUs, if you are currently employed by a Connecticut board of education and you hold a professional educator certificate. Initial and provisional certificate holders are not required to earn CEUs for certification purposes.

### CEU Certificates

#### **Who is responsible for maintaining records concerning earned CEUs?**

The primary record-keeping responsibility belongs to the certificate holder. An approved provider will award you a CEU certificate of completion when you have met the program's requirements. You must have a CEU certificate of completion to verify that you have successfully completed a CEU certificate program. Providers maintain backup records which are available upon request.

#### **Do I need to earn nine CEUs for each endorsement I hold?**

**No.** All endorsements that appear on the professional educator certificate are continued when nine CEUs are completed. However, service under certain endorsements may require specific CEU content. See CEU Requirement Chart to determine whether specific CEU content is required.

### Application

#### **When do I apply to continue my professional educator certificate?**

You should apply to continue your certificate no earlier than six months and no later than six weeks prior to the date of expiration of your professional educator certificate, provided you have completed the required nine CEUs.

#### **What forms do I need to apply for continuation of my certificate?**

You will need a "Request for Continuation of Professional Educator Certificate" form ED 179.

#### **Should I mail my official CEU certificates or official transcripts with my application for continuation of the professional educator certificate?**

**NO.** CEU certificates or official transcripts are not needed when you submit the application. Should your application be selected for random audit review, you will receive a letter from the Bureau of Certification and Professional Development requesting all official documentation of your continuing education.

#### **Is there a fee for the continuation of my certificate?**

**NO.** There is no fee for the continuation of the professional educator certificate.

#### **How long does it take to process an application for continuation of a professional educator certificate?**

Processing of applications for Continuation of Professional Educator Certificates takes approximately three to four weeks from the date the application is received by the Bureau of Certification and Professional Development. (During summer months, processing time may be longer.) The new certificate will be sent by mail to the address on your application.

**What happens if I have served for the full five-year period under my professional educator certificate and I have not completed the nine CEUs?**

If you have served for the full five-year period, either part time or full time for a board of education, and have not completed nine CEUs, your professional educator certificate will not be continued and you may not continue to teach for a Connecticut board of education. Continuation of the professional educator certificate is possible once the CEU requirement is met, provided that re-application for continuation is made and the CEUs are completed within five years after the continuation date.

**If I have served for part of the five-year period under my professional educator certificate, and I have not completed the nine CEUs, should I apply to continue my certificate?**

**YES.** Submit the "Request for Continuation of Professional Educator Certificate" application form ED179. Your balance of time (time not served) will be computed and you will be issued a continuation of your certificate so that you will have time to complete your CEUs.

**What happens if I have not served under my professional educator certificate?**

If you have not served under your professional educator certificate at any time during the five-year period, you are not required to fulfill any CEU requirements. Complete the "Application for Continuation of Professional Educator Certificate" form ED179, Page 1 and Page 2, Part IIA, and submit no earlier than six months and no later than six weeks prior to the date of expiration of your professional educator certificate. Your professional educator certificate will be continued for another five-year period.

**I am a part-time adult educator but I have endorsements on my professional educator certificate in areas OTHER THAN ADULT EDUCATION. Must I complete 90 hours of continuing education in order to KEEP ALL endorsements on my certificate?**

**YES.** If you only complete 4.5 CEUs, ONLY YOUR ADULT EDUCATION endorsement will be continued for five years.

**CEU Audit**

**If I am selected for an audit of CEUs, what documentation is required?**

Original CEU certificates, CEU equivalents, and/or official transcripts of graduate courses are considered acceptable documentation. Be advised that in order to accept graduate course work, it must have been completed at an approved institution(s), during the five-year period of the professional educator certificate, in an area that falls within your endorsement(s). One graduate credit represents 15 contact hours (1.5 CEUs). Upon completion of the CEU audit process, your original CEU certificates will be returned to you if you include a sufficiently stamped and self-addressed envelope. If you have misplaced your official CEU certificates, contact the CEU provider.

**If I earn more than the nine CEUs during the five-year period, can I carry the additional amount over into the next five-year period?**

**NO.** Extra CEUs earned during one five-year period cannot be applied toward requirements of a subsequent five-year period.

For additional information concerning CEUs, please contact the Bureau of Certification and Professional Development at:

Connecticut State Department of Education  
Bureau of Certification and Professional Development  
P.O. Box 150471  
Hartford, CT 06115-0471  
Fax: 860/713-7017  
Email: teacher.cert@po.state.ct.us