

**Hancock County Local Professional Development Committee
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 | Superintendent'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 | 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 coursework/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 | 3 CEUs per license cycle | 1 clock hr = 0.1 CEU | Activity Verification Form | |
| 4 | Teaching a College Course | 6 CEUs per license cycle | 1.5 CEUs for semester 1.0 CEU per quarter | Activity Verification Form | |
| 4 | Professional Presentation | 1.0 CEU per license cycle | 1 clock hr = 0.1 CEU | Activity Verification Form | Applies to the first presentation of a topic each license cycle. |
| 4 | Educational Project | 4 CEUs per license cycle | 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, and 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 strongly recommended for all Group 4 activities.