

CEU CONFERENCE PLANNING 101

WILLIAM CAREY UNIVERSITY – SCHOOL OF EDUCATION



WCU CONFERENCE AND WORKSHOP SUPPORT

- Do you have an upcoming conference or workshop for your school or organization and would like to offer CEUs for your participants?
As an OUTREACH, WCU SOE offers support for conferences and workshops around the state.

WHAT WE OFFER

- We offer CEUs for events for 5 hours of face-face instruction or more in regulation with the Mississippi Teacher Professional Growth Standards and SACS accreditation..
- We can assist in helping you apply for SEMIs and OSLs for administrators. However, approval for those comes from MDE. OSL credit may be awarded for workshops and conferences that have 12.5 hours of contact hours and meet Administrator Professional Growth Standards.

CEUS FOR CONFERENCES AND WORKSHOPS

- **ON-SITE** – WCU CAN SELL CEUS ONSITE FOR LARGE CONFERENCES AND WORKSHOPS. WE ARE ABLE TO DO THIS FOR THE 19-20 SCHOOL YEAR FOR \$15/CERTIFICATE. PARTICIPANTS WOULD NEED TO PROVIDE THE FOLLOWING INFORMATION:
- FIRST NAME AND LAST NAME AS APPEARS ON THEIR EDUCATOR LICENSE
- EMAIL ADDRESS AND MAILING ADDRESS
- EDUCATOR LICENSE NUMBER
- WE CAN GIVE A QR CODE AND LINK THAT YOU CAN PROVIDE IN YOUR CONFERENCE BOOKLET OR ON YOUR ONLINE REGISTRATION TO ALLEVIATE LINES. WE CAN ALSO PROVIDE INFORMATION TO PUT IN WELCOME PACKETS OR BAGS UPON REQUEST.
- YOU WOULD NEED TO PROVIDE FACILITATORS AT SESSIONS FOR PROOF OF ATTENDANCE.*

DISCOUNTED RATE - PRE-PRINTED CEUS

- **LAST DAY OF CONFERENCE ON-SITE ONLY** – WCU CAN PROCESS CEUS AHEAD OF TIME FOR LARGE CONFERENCES AND WORKSHOPS. WE ARE ABLE TO DO THIS FOR THE 19-20 SCHOOL YEAR FOR \$5/CERTIFICATE PAID TO WCU SCHOOL OF EDUCATION IN ONE PAYMENT (CHECK OR MONEY ORDER BY CONFERENCE ORGANIZERS.) . PARTICIPANT LIST MUST BE COMPLETE AND WCU WORKSHEET MUST BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO THE EVENT.
- PARTICIPANTS WOULD NEED TO PROVIDE THE FOLLOWING INFORMATION:
- FIRST NAME AND LAST NAME AS APPEARS ON THEIR EDUCATOR LICENSE
- EMAIL ADDRESS
- EDUCATOR LICENSE NUMBER
- WE CAN GIVE A QR CODE AND LINK THAT YOU CAN PROVIDE ON YOUR ONLINE REGISTRATION.
- YOU WOULD NEED TO PROVIDE FACILITATORS AT SESSIONS FOR PROOF OF ATTENDANCE AND WCU PERSONNEL WOULD BE THERE TO COLLECT ATTENDANCE SHEETS AND ISSUE CERTIFICATES AT THE CONCLUSION OF THE CONFERENCE.
- ONSITE REGISTRATIONS WOULD HAVE TO PAY \$15 AND MUST ALSO GIVE MAILING ADDRESS.

OSLS AND SEMIS

- WCU CAN COLLECT OSL AND SEMI REQUEST FROM CONFERENCES AT A FEE OF \$75/CONFERENCE.
- WE WILL PROCESS AND SUBMIT THE NAMES TO MDE.
- AS A GENERAL RULE - CONFERENCE ORGANIZERS PAY FOR THIS FEE AND ADMINISTRATORS ARE NOT CHARGED INDIVIDUALLY.
- REMEMBER PAPERWORK AND FORMS HAVE TO BE SUBMITTED 4-6 WEEKS PRIOR TO THE EVENT FOR MDE APPROVAL.

ADDITIONAL INFORMATION NEEDED ASAP

We need your agenda and brief biographies of your presenters.

We need a copy of your evaluation sheets.

We need the total hours of contact hours not including breaks and lunch.*Lunch may be included if you have speakers during lunch.

HELPFUL HINTS

- We understand the work and effort that goes into providing a successful conference for your organization. So, we are here to help make this part of the process easy and beneficial for your members.
- We like to use Jotform for organizing the data we need to process the certificates. We will be happy to assist you in creating this for your group.
- We have WCU stamps available for you to use at your conference upon request.
- Planning in advance is key. Last minute planning makes it difficult for all involved.
- If you are issuing certificates the final day of the conference and have more than 100 participants, please have a crew available to assist in collecting attendance sheets and awarding CEU certificates. WCU will usually only have one representative onsite so to alleviate long lines it helps to divide the CEU lines by ABC order of last names just like most do registration lines. In fact, the same tables can be used for issuing the CEUs.

WHY CHOOSE US?

- As an OUTREACH program, we are able to offer CEUs at a reduced rate to your organization.
- We have an updated electronic system that allows teachers and administrators the ability to see all of the certificates that WCU provides for them in their own account.
- We are able to immediately email a PDF copy of the CEU certificate to participants as they are processed.
- Replacement certificates are available incase participants need to replace their originals for only \$15.

STILL HAVE QUESTIONS OR NEED FORMS?

- Please email us at ceus@wmcarey and we will be glad to contact you to answer any additional questions that you may have.
- We can also send you the forms needed for SEMI and OSL application.
- **THANK YOU FOR CHOOSING WCU FOR YOUR CEU NEEDS!**