



WILLIAM CAREY
UNIVERSITY

WCU Master In-Service Program Information and Workshop Guidelines

We would like to thank you for the opportunity to serve as your CEU granting agency. Below are guidelines for submitting for CEU requests for our Master In-Service program. You can view the guidelines as written by the Office of Educator Licensure at <http://www.mde.k12.ms.us/OEL/LG> (page 6).

TEN CONTACT HOURS IS EQUAL TO ONE (1) CEU

The WCU Master In-Service Program is a Continuing Education OUTREACH program designed to assist school districts with helping teachers earn CEUs to renew their teaching licenses through quality professional development facilitated by school personnel for a school's faculty within the district or on school-site.

We are excited to provide each teacher with an email containing a PDF of their CEU certificates earned. Teachers will be given a link to view all their CEUs granted by WCU for the school year and going forward. One copy of the original certificate will be provided for each teacher to use for their licensure renewal. Additional copies will cost \$15/CEU certificate.

A copy of the district or school Professional Development Plan should be submitted with the school/district enrollment form before CEU certificates will be considered. Any training scheduled outside that plan must be submitted to our office individually and approved before CEU credits are granted.

PLEASE NOTE: School Submissions for the current School Year – Each school will be allowed to submit 2 submissions during the school year with up to 10 trainings each (20 trainings maximum). There is no limit on the maximum credit earned. Excel Spreadsheets will have columns for teacher information including their email address. **Submissions need to be titled Name of School-School Year-Submission 1, Name of School-School Year Submission 2.** A good plan is to have one person at each school in charge of submitting the trainings and serve as a

contact person with WCU personnel. Spreading out submissions may be a good idea for keeping your requests up-to-date.

PLEASE PROOF FOR CORRECT SPELLING AND CAPITALIZATION BEFORE SUBMITTING – CERTIFICATES WILL BE PRINTED AS TYPED.

TRAINING NAMES – Names of trainings should be unique and need to be limited to 2 or 3 words. Dates should be first date – last date of trainings. Be careful when copying and pasting dates. **BE SURE TO USE CORRECT CAPITALIZATION AND SPELLING.**

Replacements or extra copies of original certificates. Teachers needing additional original certificates will complete the replacement form found on the William Carey University website. A fee of \$15 will be assessed to replace the certificate.

Below is a list of qualifications that all CEU requests must meet.

1. CEU credits will be issued for all approved workshops held within the academic year July 1 – June 30. CEUS for in-district and on-site professional development should be conducted at the school and facilitated by school personnel ONLY.
2. All workshops must be a total of five (5) hours or more. Hours must be whole numbers. If you have a training that includes multiple (justifiably) related sessions, called a series, the hours can be grouped. For a series of related sessions, dates should be enter as “first date of series – last date of series” (example: 6/1/20 – 6/15/20). Sign in sheets and records must reflect who was there on a particular date and how many hours they earned on that date. Record keeping is the responsibility of the school or district in case of audit.
3. All workshops must be for professional development purposes. This means each session must have a trainer scheduled and includes training materials. Online or video format is acceptable IF there is a qualified trainer providing the in-service.
4. **In-Service meetings that DO NOT qualify include general faculty meetings, directions for testing, or those conducted off-site or organized by an outside agency or consultant.**
5. Professional development for the in-service program should be organized by school administration and approved by the district OR the workshop must be district organized.
6. All workshop records kept for audit must include the name of the training, the name and brief bio of the trainer, sign in/out records of attendees and post-evaluations that reference the intended outcomes of the professional development session.

PLEASE NOTE: Teachers that attend conferences must pay for their CEUs.

NO CONFERENCES are included in this agreement.

SPECIAL ACTIVITIES hosted by schools for other districts ARE NOT included in this agreement and should be requested under separate contract.

Professional Development Planning Checklist

- a. A needs assessment should be conducted and documented. Program topics should originate from identified needs.
- b. Clear, concise written statements of intended learning outcomes should be developed for the program. The outcomes should be based on identified needs.
- c. Learning outcome statements should be measurable, and learners should be informed of them.
- d. The credentials of instructors should be verified, checked for appropriateness to the activity, and kept on file.
- e. Instructors should be expected to demonstrate the highest standards of professional conduct.
- f. Instructional methods used should be appropriate to the learning outcomes expected.
- g. An appropriate physical environment for learning should be provided.
- h. A post-program evaluation should be conducted and instructors should be provided feedback from the evaluations.
- i. Evaluation results should be incorporated into program improvements.

If you have questions, please feel free to contact our office at ceus@wmcarey.edu or at 601-318-6229.

[documents/CEU/Administration Folder/Blank templates/Package to schools/CEU Workshop Qualifications Revised 5/20/20 PGP](#)

The Program of Research and Evaluation for Public Schools is a part of William Carey University K-12 Continuing Education Outreach.

For more information visit the website www.mspreps.org.