

PROFESSIONAL ACTIVITIES – CONTINUING EDUCATION (CEU)

SWUC Reporting Form

(revised July 1, 2017)

Teacher's Name: _____

School: _____ Conference: _____

- Instructions:**
1. Record all professional activities completed. Ensure all fields are filled in on both sides of page.
 2. Submit completed form to Conference superintendent or Senior Academy Principal for approval.
 3. Remember that activities from at least two different categories must be included in the CEUs submitted for renewal during the five years prior to renewal.
 4. Courses taken for academic credit are not reported on this form. Please request an official transcript to be sent from the college/university to the SWUC Office of Education (P.O. Box 4000, Burleson TX 76097)

Activity	Date(s)	Description	Clock Hrs	CEUs
			(1 clock hour = 0.1 CEU)	
PROFESSIONAL LEARNING (independent)				
a) NAD Professional Growth Reading Plan (3.0 CEUs/yr)				
b) Reading of professional books and journals (0.1 CEU/50 pg; 3.0 CEUs max/yr)				
c) Continuing education course (submit certificate)				
PROFESSIONAL LEARNING (group)				
d) Professional conference, workshop, or seminar (0.1 CEU/hr)				
e) Denominational conference, workshop, or seminar (0.1 CEU/hr)				
f) Pre-arranged educational travel (0.5 CEU/day; 3.0 max/yr)				
PROFESSIONAL COLLABORATION				
g) Supervision of student teacher (0.2 CEU/wk; 1.0 CEU max/year)				
h) Mentor in a conference program (2.0 CEUs total/yr)				
i) Study group or learning community (0.1 CEU/hr)				
j) Peer observation with follow-up reflective learning (0.1 CEU/hr)				
k) Field testing NAD materials (NADOE assigned)				
l) School Evaluation Visiting Team (0.5 CEU/day)				
m) Participation on education committees/boards				
PROFESSIONAL PRESENTATION AND WRITING				
n) Teaching univ course (CEU credit =course value; 3 sem cr = 3 CEUs)				
o) Presentation at educ conf/sem (0.3 CEU/hr)				
p) Published article (non-reviewed) (1.0 CEU/article)				
q) Published article (peer-reviewed) (3.0 CEUs/article)				
r) Published book on education topic (4.0 CEUs/100 pg)				

REFLECTION ON LEARNING

Briefly summarize what you learned from the activities reported.

Describe how you plan to apply this learning in your professional practice.

Employee's Signature _____

Approved

Not Approved

Superintendent or Senior Academy Principal Signature

Date