

New Procedures for

GCEIC Funded CEUs in Partnership with William Carey University Master In-Service

For further information all correspondence should go to ceus@gceic.org or (601) 528-5342.

Gulf Coast Education Initiative Consortium is pleased to be able to offer free CEUs to teachers in GCEIC member districts for the 2020-2021 school year. Beginning July 1, 2020, new procedures will be in place. If your district has used the William Carey University Master In-Service program in prior years for CEUs, you will be familiar with the process.

Procedures

You will no longer have to turn in a CEU application for each training nor will your teachers have to register online with GCEIC as we have done the past three years.

A copy of the district Professional Development Plan should be submitted to GCEIC at ceus@gceic.org prior to June 26, 2020. GCEIC will review the plan and provide a copy to WCU. If you schedule a training outside of the plan you submitted, you must submit a revision to your original plan before CEU credits will be considered. In the past, WCU has accepted professional development plans developed as part of the Federal Program plans. They should include a calendar with planned professional development with short bios for presenters included. If you must change a date or add a new a session, submit a revision to GCEIC. A revision form is attached to make it easier for you.

The Master In-Service Program grants CEUs for in-district and on-site professional development conducted at the school and facilitated by school personnel or MDE staff. GCEIC will submit CEU applications for any GCEIC facilitated MDE training sessions not taking place in a district so that member teachers will also have their CEUs funded for those workshops. GCEIC will not fund CEUs for state conferences, online or virtual workshops not hosted by the district, or any other workshops in the state not hosted by GCEIC. If your district hosts an open workshop in which non-GCEIC member teachers are invited, the non-member teacher will be able to purchase CEUs through GCEIC. CEUs will not be granted for PLC and faculty meetings without professional learning. If you do plan to have a professional learning session during one or more of your PLC/in-service meetings, it should be included as part of your Professional Development Plan with a presenter and matched to a professional learning standard. WCU will not accept CEU applications for weekly meetings across the year without evidence of professional learning. Data analysis and school logistics information do not count as professional learning.

1. Each district should have a point of contact for CEUs. This person will send all WCU CEU Worksheet Submission Forms to ceus@gceic.org and will receive the CEU certificates to distribute once printed.
2. Once a training is completed, you will need to send the following items to ceus@gceic.org:
 - a. A roster with signatures or initials proving attendance. If it is a virtual learning session, you may provide certificates of attendance or a verification letter on district letterhead signed by a district representative. It should include the teacher names and the dates/hours they completed.
 - b. A completed WCU Worksheet Submission Form with all names requesting CEUs. You may include more than one workshop on a spreadsheet. PLEASE PROOF FOR CORRECT SPELLING AND CAPITALIZATION PRIOR TO SUBMITTING THE FORM – CERTIFICATES WILL BE PRINTED AS TYPED.

WORKSHOP TITLES – KEEP WORKSHOP TITLES SHORT (3 OR 4 WORDS). LONG TITLES WILL CAUSE AN ERROR IN PRINTING THE CERTIFICATES. The dates should be the first and last date of the training and typed in the format mm/dd/yyyy. The form may be found at www.wmcarey.edu/assets/documents or by clicking on the link below:

[Worksheet Submission Form](#)

- c. A summary of the evaluations.

One hour = .1 CEU credits. Ten hours = 1.0 CEUs. A workshop must be a minimum of 5 hours which can be one or several sessions totaling 5 or more hours.

- 3. GCEIC will let you know when the CEUs are approved after you submit your district plan. WCU will print the certificates and GCEIC will deliver them to the professional development contact person for the district.
- 4. Teachers will need to sign out for their certificate with the sign out sheet provided when the certificates are delivered. If a teacher misplaces a certificate, WCU will charge a \$15 replacement fee.

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.

GCEIC will keep a copy of the professional learning plans, sign-in sheets, submission form, certificates, and evaluation summary for each workshop. The district/school must keep all original documents. Workshop records to be 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.

I WISH TO PARTICIPATE IN THE GCEIC FUNDED CEU PROGRAM THROUGH WILLIAM CAREY UNIVERSITY AND AGREE TO KEEP RECORDS LISTED ABOVE FOR AUDIT PURPOSES.

Signature of District Contact Date Email

Professional Development Revision

District: _____ School (if for an individual school): _____

District Contact Name: _____ Email: _____

Revision of current professional learning session New professional learning

IF REVISION OF CURRENT PROFESSIONAL LEARNING, PLEASE DESCRIBE CHANGES:

If you are not adding new professional learning and only revising an existing one, you do not need to complete the portion below.

IF YOU ARE ADDING NEW PROFESSIONAL LEARNING:

Title: _____

Date: _____

Hours: _____

Professional Learning Standards:

Please attach a short bio of the presenter(s).

Please send to ceus@gceic.org prior to the training. Please call Dianne at (601) 528-5342 if you need assistance.