

The West Ohio Conference
CRITERIA FOR CONTINUING EDUCATION UNITS (CEUs)

- a. The program is to be planned in response to clearly identified continuing education needs, concerns, or interest, recognizing both the present context of ministry and a personal/professional career in ordained ministry.
- b. CEU credit must conform to these procedures and guidelines established by the Continuing Education Committee of the Board of Ordained Ministry of the West Ohio Conference. The procedures and guidelines will be implemented by the clergy in consultation with the Staff/ Pastor-Parish Relations Committee (SPPRC) and/or the District Superintendent (or comparable body).
- c. Learning objectives and evaluation are to be reported to the fall charge/church conference.
- d. The minimum requirement for CEUs is four for full-time appointments. Less than full-time requirement is proportional.
- e. One CEU is equal to ten contact hours of participation in an organized continuing education experience with responsible sponsorship, capable direction, and qualified instruction. "Participation in" is defined as "preparation for, attendance at, and active involvement in" a continuing education learning activity.
- f. An individual study for CEU credit may be earned by engaging in the program of study (i.e. reading, teaching a course, leading a workshop, presenting a paper, writing an article, etc.):
 - (1) The learning objective(s);
 - (2) A method of evaluating and certifying the learning.
- g. Academic credits will be translated into CEUs:
 - (1) one quarter hour equals 1 CEU;
 - (2) one semester hour equals 1 ¼ CEU.
- h. Continuing Education Units conferred by colleges, universities, seminaries, and certifying professional associations may be accepted as CEUs.
- i. A self-directed study may be done according to the following guidelines.
 - (1) Describe personal/professional learning goals for the self-directed study.
 - (2) Identify the books, tapes, material, persons or other sources of information that were used to accomplish the self-directed study.
 - (3) Define the ways of evaluation and measurement for the learning.

Upon completion of the self-directed study, the final evaluation and CEU value is determined by the pastor and included on the PPRC Continuing Education Report to the Charge Conference with any other continuing education credits. *ALL CEU VALUES ARE DETERMINED BY THE PASTOR USING THE CRITERIA ABOVE AND REPORTED IN THAT WAY.*