

# PROFESSIONAL ACTIVITIES – CONTINUING EDUCATION (CEU)

## SDACC Reporting Form - 2019-2020

(revised July 18, 2019)

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 PAA/KC Administrator 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 SDACC Office of Education (1148 King St. E., Oshawa ON L1H 1H8)

Activity	Date(s) (mm/dd/yyyy)	Description	Clock Hrs	CEUs
			(1 clock hour = 0.1 CEU)	
<b>PROFESSIONAL LEARNING (independent)</b>				
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/year)				
c) Continuing education course (submit certificate)				
<b>PROFESSIONAL LEARNING (group)</b>				
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/year)				
<b>PROFESSIONAL COLLABORATION</b>				
g) Supervision of student teacher (0.2 CEU/wk; 3.0 CEU max/year)		# of Weeks:	Name of Student Teacher:	
h) Mentor in a conference program (2.0 CEUs total/year)				
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				
<b>PROFESSIONAL PRESENTATION AND WRITING</b>				
n) Teaching univ course (CEU credit =course value; 1 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)				

\* Must submit 'Educational Travel Pre-Approval Form' found on CAT~net and seek approval from employer one (1) month prior to trip

## 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's or PAA/KC Administrator's Signature*

\_\_\_\_\_  
*Date*