

**Xenia Community School District  
Approved Professional Development Options**

Planned Activities	Maximum CEUs	Minimum CEUs	Documentation of Planned Activities	Criteria
College Courses	Unlimited	2 CEUs = 1 quarter hr 3 CEUs = 1 semester hr	Official transcript and syllabus or course description	Must be taken through an accredited college, university or approved Ohio Board of Regents. Must be taken for credit with a grade of "C" or better, a "P" in pass/fail course. Course work must be in education or in a content area directly related to the individual's PDP.
Attending a Professional Conference/Institute/Academy/Workshop	Unlimited	.5 CEU = 5 clock hours	Certificate of attendance and a reflection report which addresses your PDP goals	Must align with individual's PDP
Professional Conference/Institute/Academy or Seminar/Workshop Presenter	6 CEUs per different presentation	.5 CEU = 5 clock hours	Copy of your presentation or outline and a reflection report which addresses your PDP goals.	Applies to <u>first</u> presentation for each license cycle and must be related to individual's PDP.
Professional Videos	2 CEUs	.5 CEU = 5 clock hours	Catalogue description or accompanying video materials and a reflection report, which addresses your PDP goals	Must be a professional education video

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Educational Project or Action Research (Pre-approval from LPDC required)	Unlimited	.5 CEU = 5 clock hours	Copy of final product or report of the project and reflection report, which addresses your PDP goals. Phase 2: Evaluation Report-please see Teacher Evaluation Handbook for details.	Must apply educational skills and knowledge towards the development of a final product (requires pre-approval from LPDC)
Curriculum Development	Unlimited	.5 CEU = 5 clock hours	Copy of the final document(s) and reflection report, which addresses your PDP goals.	Must serve on a formal committee organized by district, state, national or international education agency or organization.
Professional Committee	Unlimited	.5 CEU = 5 clock hours	Documented clock hours of committee work. Copy of the final document(s) or product and reflection report, which addresses your PDP goals.	Must serve on a formal committee organized by building, district, state, national or international educational agency or organization. Must align with individual's PDP.
National Board of Professional Teaching Standards Certification and Renewal	18 CEUs for candidate completing the process of NBPTS certificate	18 CEUs for candidate completing the process of NBPTS certificate	Valid copy of the National Certificate or documentation for candidate not completing the certificate.	Must be in the subject area of the individual's assignment. Certificate must be completed of participation as candidate must be verified prior to the expiration date of the Ohio certificate/license.
Mentoring (Resident Educator Program)	6 CEUs (both participants are eligible)	1.5 CEUs = semester 3 CEUs = full year	Verification from Resident Educator Coordinator and a reflection report	Must be mentoring a teacher, administrator or specialist in the Resident Educator Program.
Cooperating Teacher for Student Teachers	6 CEUs	1.5 CEUs = semester 1 CEU per quarter 3 CEUs per full year	Reflection report	Must be supervisor of undergraduate student, graduate student or undergraduate intern or student teacher.

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Teaching a College Course	Unlimited 1:1 Ratio (example: 3 sem hr course = 3 sem hrs of credit)	.5 CEU = 5 clock hours	Course announcement and course syllabus and reflection report.	Can only be used the <u>first</u> time each new course is taught. Course must align to PDP goals.
Grant Writing	6 CEUs	.5 CEU = 5 clock hours	Copy of grant application and proposal; documentation of clock hours for planning and preparation; reflection report which addresses your PDP goals	Must contribute to the education profession and add to the body of knowledge in the individual's specific field. CEUs not dependent on awarding of grant.
Peer Observation Peer Coaching	4 CEUs	.5 CEU = 5 clock hours	Complete (blue) Staff Development Professional Observation form located in Professional Development guidelines/handbook.	Each session must include pre-observation discussion, observation and follow-up discussion
Publication of Original Work in a Professional Journal, Book or Software	Unlimited	.5 CEU = 5 clock hours	Copy of book, article, software package, report, reflection on learning. Must align to PDP goals.	Must contribute to the education profession or add to the body of knowledge in the individual's specific field. <i>Must be commercially published.</i>
Alternate Activities	Prior approval from LPDC is required before activity begins	Prior approval from LPDC is required before activity begins	Prior approval from LPDC is required before activity begins	Prior approval from LPDC is required before activity begins
Review of Professional Literature	6 CEUs	.25 CEUs per article .5 CEUs per book	Name of publisher / article / author; publication date; must align to PDP goals and a reflection report	Must write a summary
Master Teacher Program	18 CEUs for candidate completing the process of Master Teacher certification	Complete process and receive designation of Master Teacher	Valid copy of Master Teacher designation	

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