

CHART—Options & Limitations for Activities

Contact Hours, Semester Hours, CEUs

OPTION	VALUE	MAXIMUM CONTACT HRS	CRITERIA	VERIFICATION
National Board for Professional Teaching Standards Certification Program Form: IPDP or AAPAP	6 to 18 CEUs	6 CEUs for candidates completing the process but not getting the NBPTS Certificate 18 CEUs for NBPTS Certificate	Must be in the subject area of the individual's assignment. Certification must be completed or participation as a candidate must be verified by expiration date of license.	Valid copy of the National Certificate or documentation for candidate not completing the certificate.
Publication of original work: book, journal article, software, research, curriculum unit Form: IPDP or AAPAP	Variable depending on the product Contact Hours	60	Production of a tangible product that enhances teaching and learning.	Documentation must include a copy of book, article, software, package, report, reflection on learning
Grant Writing Form: IPDP or AAPAP	1 Contact hour	60	Copy of grant Proposal	Documentation must include a copy of grant proposal, documentation of clock hours for planning and preparation, reflection on learning.
College/ University <ul style="list-style-type: none"> • course for credit • seminar for credit Form: IPDP & Transcript turned in at completion.	1 semester hour =3 CEUs or 30 Contact hours	Unlimited	Coursework must be in education or in a content area directly related to the individual's teaching assignment or IPDP goals.	Official transcript or original grade report
Professional Development Presenters can turn up to twice the number of hours for presenting workshop. For additional presentations on the same topic participants will be	1 Contact hour	60	May be used two times teaching the same course each license cycle	Documentation must include the course announcement and course syllabus

for the # of hours presented. -teaching a course -teaching a seminar -teaching an adult vocational or technical course -professional presentation Form: IPDP or AAPAP				
Professional Staff MTG Form: IPDP or AAPAP and/or Director agenda/sheet	1 contact hour	40	Purpose of meeting primarily PD or topic-related.	Certificate from Director of Dept. or Program

Curriculum Development: Product Form: IPDP or AAPAP	Variable depending on the product- Contact hour	60	Production of a tangible product that enhances teaching & learning.	Documentation must include actual materials, description of activities, units, plans, etc.
Curriculum Development Committee Work Form: Provider submits CEUAF	1 Contact hour	40	Must be serving on formal committee organized by agency or org.	Committee chair documents active participation. Certificates
Professional Reading or Study Group Form: IPDP or AAPAP	1 Contact hour	30	Subject area must be related to individual's area of specialization.	Reflective journal, action plan, report, video, curr. dev.
Professional Conference Form: IPDP or AAPAP	Contact hour or CEUs	60 contact hours (or depends on hours of conference)	May include time spent in those portions of conference program that contribute to participant's knowledge, performance or effectiveness.	Conference program/agenda and a report or plan, which addresses your IPDP goals
Professional Workshop Form: IPDP or AAPAP	1 Contact hour	Unlimited	Same as conference	Copy of registration agenda, course abstract, reflection report-addresses IPDP goals.

ONLINE Learning Options for Educators via Vendors such as SimpleK12.org, PublicSchoolWorks, FIP modules, OCALI modules	1 Contact hour	60 contact hours. More may be approved if PD was mandatory or otherwise approved by	PD must pertain to the educator's field/in line with IPDP	Certificates/transcripts from vendor
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Form: IPDP or AAPAP		Director, Supt., or LPDC		
Praxis Assessment	1 completed ROE = .5 CEU	6 Maximum	Official Assignment	Letter of Assignment
LPDC member CEUAF	Contact hours	10 contact hours	Must be elected to LPDC	Certificates from chairperson of LPDC
Cooperating teacher for student teachers, may also include field experiences and observations of students if university- approved. Form: IPDP or AAPAP	May earn up to 80 contact hours during one five-year period	6	Official Assignment	Letter from cooperating university/college stating the assignment and hours that the student(s) worked with GCESC teacher. (Hours may not match the contact hours earned/approved.) Must also include a one- page narrative of the experience(s).
Action research or educational project Form: IPDP or AAPAP	1 contact hour	6	Project must have prior or final approval by LPDC	Copy of final product or report of the project, reflection on learning.
Professional Committee Form: IPDP or AAPAP	1 contact hour	3	Must serve on a formal committee organized by an educational agency or organization.	Documentation of hours served verified by the president or chair of the committee.
Mentoring Provider submit IPDP or AAPAP or CEUAF	1 contact year	60 contact hours-- Both participants are eligible	Formal district/school mentoring program.	Must include a statement of authorization from a supervisor ongoing reflective journal and contact hours document. (BOTH REQUIRED)
Peer coaching Form: IPDP or AAPAP	1 contact hour	40 contact hours-- Both participants are eligible	Each session must include pre-observation discussion, observation & follow-up discussion.	Reflective journal of observation and action plan. Contact hours documented.