

HOW-TO CEU's

A visual guide to filling out your
CEU forms!

1st Step

- Obtain the right form for you-

Clock Hour Approval Application Form (white)

Or

Lane Change Clock Hours Form (green)

2nd Step (Clock Hour Approval)

- Fill out the form: (white)
- Name, Address, Licenses Held, License Expiration, Signature and Date
- Activity Category and Clock hours requested
- Check off any of the activities that address Specific Professional Development Requirements
- Description of the Experience
- Date Attended

2nd Step (Lane Change)

- Fill out the form: (green)
- Name, Address, School District, Teaching Position, Licensure Area
- Number of Clock Hours requested
- Specific Category
- Professional Development, Description, Evaluation

3rd Step

- Attach Documentation proving attendance:
 - Agenda's do not count!
 - Flyers advertising the event do not count!
 - Course offering booklets do not count!
 - Anything that someone could obtain w/o attending, etc.
 - Documentation should be a certificate of attendance, transcript or other official document (often given at the end of a workshop or conference).

4th Step

- Make copies of all completed paperwork.

What you should have at the end is-

1. Two copies of the Clock Hour Approval Application Form (white) with two copies of the documentation.
2. If applying for a lane change you will need one copy of the Lane Change Clock Hours Form (green) with one copy of documentation.

5th Step

- Turn in all copies to the CEU Committee In-box at the MVED Office.
- The Committee will sign off on your paperwork if it is in order.
- You will get one copy of the Clock Hour Approval Form (white) with the corresponding documentation back. This is your copy to keep.
- The committee will also return to you the Lane Change Clock Hours Form (green) with the corresponding documentation. You turn this in to the Director for final approval of lane change.

Last

- You must meet the Specific Professional Development Requirements, complete 125 hours of continuing education and complete the on-line application at MDE by June 30 of your license expiration year.

http://education.state.mn.us/MDE/Teacher_Support/Educator_Licensing/Licensing_Info/License_Renew/index.html

- Lane Change paperwork must be turned in to the Director by September 15 for first semester or January 30 for second semester.
- The CEU Committee will only accept paperwork that is less than two years old.

Questions?

- Contact the committee by email.

(Phone calls only between 7-7:30 am or 2:30-3:30 pm)

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