



## **CEU CERTIFICATE OF ATTENDANCE**

**Name of Participant:**

\_\_\_\_\_ *Please Print*

**Type of Activity:**

\_\_\_\_\_

**Date, Time & Location:**

\_\_\_\_\_  
\_\_\_\_\_

**Description of Activity:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Hours:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_ *Site Administrator or presenter verifies attendance*

**Participant Signature:**

\_\_\_\_\_

### **Submission Procedure:**

The purpose of this certificate of attendance is for approval by the Local Professional Development Committee (LPDC) for CEUs. CEUs can be used toward license renewal, but not toward an increase of the educational level on the pay scale. This certificate of attendance must list the number of contact hours for the professional development program.

**Contact hours are not CEUs.** The LPDC will award CEUs for the certificate of attendance if it is aligned to the goals on your Individual Professional Development Plan (IPDP) at a rate of .1 CEU for each contact hour. It takes 18 approved CEUs to renew a license, which means 180 contact hours. It takes 6 semester hours to renew a license. Licenses can be renewed with a combination of CEUs and semester hours. Each CEU equals one-third of a semester hour, so at the rate of .1 CEU for each contact hour, it takes 30 approved contact hours to equal one semester hour.

### **If you have an approved IPDP in the Employee Kiosk:**

You can scan and upload your certificate of attendance and submit it through the employee kiosk. You will need to scan the certificate to a PDF file in order to upload the document.

### **If your approved IPDP is a paper form:**

**Keep your certificates of attendance until you have accumulated 30 contact hours and submit the certificates totaling 30 contact hours all at once. Do not send individual certificates of attendance to the HR office for CEU approval.** Your certificates of attendance for 30 contact hours will be forwarded on to the LPDC for approval at their next meeting. The LPDC will only accept certificates of attendance for fewer than 30 contact hours if you have over 5 semester hours (such as 5.33 hrs) already approved and need less than 30 contact hours to complete your 6<sup>th</sup> semester hour. Be sure to keep copies of the certificates of attendance you send to the Office of Human Resources.