



## **CEU approval for In-District Professional Development**

We are pleased to assist you in offering CEUs to your teachers for in-district professional development during the school year. Please pay close attention to the guidelines below when submitting your program for consideration.

### **Before the Program**

All CEU approval requests must be submitted at least **14 days** prior to the first day of the training. **All** of the following must be submitted in order for a program to be approved:

- Program Information Sheet
- Program Agenda (we cannot approve a program which is less than five contact hours)
- Instructor vitae or resume
- Evaluation instrument that will be used (only if using one that is different from the EMCED evaluation)
- Pertinent program materials (brochure, syllabus, website address, etc.)

### **Cost for CEU Credit**

- Participants can register **up to 2.0** CEUs at the cost of \$20.00

Course approval information can be submitted via mail, fax or email. Once your training has been approved, you will receive an email with an attachment containing all of the required documents and instructions for submitting these documents to EMCED.

If you have questions, please feel free to contact me. We look forward to working with your district this school year.

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## Program Information

A. Program Title:

B. No. of Contact Hours:

No. of CEUs:

Site:

Date(s):

C. Identify the group who will be trained and are eligible for certificate renewal through the Mississippi Department of Education:

D. List of topic(s) of theme(s) to be addressed:

E. Program Description:

F. List major intended learning outcomes:

G. Identify instructional techniques or strategies that will be used to obtain intended learning outcomes:

H. Identify the assessment techniques or strategies that will be used to determine achievement of the intended learning outcomes: *(Attach evaluation instrument, if EMCED evaluation is not used)*

I. List presenters' qualifications. *(Attach resumes/vitae, if necessary.)*

J. Agenda/Schedule of Activities for each day *(Please attach relevant promotional material, if applicable.)*

**\*Training must consist of a minimum of 5 contact hours (do not count lunch or breaks) to be considered for CEUs**

## *Sample Agenda*

**Workshop Title:**

**Date:**

**Presenter(s):**

<u>Time</u>	<u>Activity</u>
<b>8:30-9:30</b>	<i>What you will do at this time</i>
<b>9:30-10:00</b>	
<b>10:00-10:30</b>	
<b>10:30-10:45</b>	<i>Break</i>
<b>10:45-11:30</b>	
<b>11:30-12:30</b>	<i>Lunch</i>
<b>12:30-1:45</b>	
<b>1:45-2:15</b>	
<b>2:15-2:30</b>	<i>Break</i>
<b>2:30-3:15</b>	
<b>3:15-3:30</b>	

*Please note: These times/activities are just an example. Only the format is important. If your workshop consists of multiple days, please include an agenda for each day.*