CONTINUING EDUCATION UNIT (CEU) REPORT FORM

(see complete details on the CEU program at: http://fmcic.ca/introduction-to-continuing-education/)

The purpose of reporting CEUs: Every member of conference is encouraged to pursue the core value of life-long learning. One CEU = 24 hours of contact time where learning/ teaching/ training takes place. 120 hours (5 CEUs) are required over a five year block, an average of 24 hours per year. The current block is September 1, 2014 to August 31, 2019.

How to report: Please keep track of the date, the event and how many actual hours of learning that take place during the event (excluding breaks and meals). The Credentialing Coordinator will input the information and the database will do the calculation for the number of CEUs. A report can be sent to you any time upon request.

When to report: Please send your completed CEU report annually to the Credentialing Coordinator (susan.deplanche@fmcic.ca). If you are appointed at a local church, you could send your CEU report along with the annual Performance Appraisal Form 5-Delegate's Report.

Here are several examples for hours that can be recorded for CEUs:

- a one day conference, i.e. Regional Gathering (9 am-4 pm) = 6 hours (excludes breaks, meals)
- a 3-day conference = 18 hours (6 hours each day)
- Ministers' Conference = 6 hours of learning/teaching/training
- Missions Trip (7-10 days with pre-trip orientation, guided discussion throughout the trip and post-trip debriefing) = 24 hours
- General Conference Sunday workshops = 1 hour each (the General Conference itself is considered a 'business meeting' and not training)
- Network Leader annual training = number of hours of learning/teaching/training
- National MEGaP training = number of hours where learning/teaching/training takes place (excludes policy discussions, The Manual edits, breaks, meal times, etc.)
- Network meeting = number of hours where learning/teaching/training takes place (excludes check-ins, meal times, etc.)
- Sabbatical = number of hours where learning/teaching/training takes place in a directed study/reading format guided by someone working with you
- A course at a college, university or seminary = 24 hours for auditing; 72 hours for completing a three-credit hour course
- FMCiC Foundational courses = 24 hours for auditing; 72 hours for completing assignments
- Teaching a course = number of hours for preparation plus hours of actual teaching
- Leading a Network training session = number of hours for preparation plus hours of actual leading the training session(s)

NAME:

Date	Event	# of Hours