

GUIDELINES FOR CONTINUING EDUCATION UNITS

Continuing Education Units (CEUs) are offered for professional growth activities by external agencies and/or institutions of higher education. Board of Education Baltimore County (BEBCO) inservice credit MAY be available for these professional growth activities.

- Approved CEUs are limited to those activities whose content is not available in regular college or through Maryland State Department of Education (MSDE) approved courses.
- Approved CEUs may be accepted only after course requirements for the Advanced Professional Certificate have been met.
- There will be a limit of nine CEUs equivalent to six BEBCO inservice credits in each 30 credit program (M+30, M+60).
- Original certificate must be submitted along with a description of the course and a statement explaining the uniqueness of the content and its appropriateness to the teacher's student population or area of responsibility.
- Each certificate must include: the name of the institution or organization offering the course, the date of the activity, the number of CEUs awarded, the name of the person participating in the activity, and a signature of the instructor or someone in charge of the activity.
- Reimbursement for fees related to participation in CEU activities will be provided according to the current reimbursement policy with appropriate verification. This will not include books, equipment, travel, or other related costs.
- Conversion Chart:

CEUs Awarded

BEBCO Equivalency

1	=	2/3
1 1/2	=	1
2	=	1 1/3
3	=	2