

GUIDELINES FOR APPLYING CONTINUING EDUCATION UNITS

(FOR SCHOOL PSYCHOLOGISTS, SPEECH PATHOLOGISTS, AND GUIDANCE COUNSELORS ONLY)

Continuing Education Units (CEU's) are offered for professional growth activities by external agencies and/or institutions of higher education. Only Maryland activities are eligible for consideration. Most are used in conjunction with Maryland license renewal.

- Approved CEU's are limited to those activities whose content is not available in a regular college or through Maryland State Department of Education (MSDE) approved courses.
- There will be a maximum of six (6) semester hours of equivalent credit from CEU hours in each 30-credit salary lane (M+30, M+60).
- No more than the equivalent of six (6) semester-hour credits can be applied to the M+30 or M+60 salary lanes from any combination of CEU's and/or clock/content hours.
- For approval, a copy of the certificate must be submitted. Each certificate must include: the name of the institution or organization offering the course, the date of the activity, the number of CEU's 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 and procedures. This will not include books, equipment, travel, or other related costs.
- Conversion Examples:
 - **Example:** An employee attended an approved 3-day conference and was awarded a certificate which lists 2.2 CEUs for completion of the conference. This means 22 hours of participation. (22 hours divided by 15 = **1.4** semester hours of equivalent credit)
 - **Example:** An employee participated in an approved 1-day workshop and was awarded a certificate which lists 6 CEUs for the activity. This means 6 hours of participation. (6 hours divided by 15 = **.4** semester hours of equivalent credit)

Polices are subject to change without notice.