

**GUIDELINES FOR APPLYING CONTINUING EDUCATION UNITS AND
CLOCK HOURS**

RELATED SERVICE PROVIDERS ONLY

NURSES, OCCUPATIONAL AND PHYSICAL THERAPISTS, SOCIAL
WORKERS, SPEECH PATHOLOGISTS, GUIDANCE COUNSELORS
SCHOOL PSYCHOLOGISTS, SPEECH PATHOLOGISTS

Continuing Education Units (CEUs), clock, and content hours are offered for professional growth activities by external agencies and/or institutions of higher education. Approved activities are also offered by the Office of Special Education.

- Approved professional development activities 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, contact, or clock 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 CEUs and/or clock/content hours.
- A copy of the certificate of completion must be provided. Each certificate must include: the name of the institution or organization offering the course, the date of the activity, the number of CEUs or hours awarded, the name of the person participating in the activity, and a signature of the instructor or someone in charge of the activity.

Contact Hours	Clock Hours	CEU	Semester Credit
1	1	0	0
10			.6
15	15		1
30	30		2
45	45		3
60	60		4
75	75		5
90	90		6

*Divide hours by 15 = Equivalent Credit(s)

Conversion Examples:

- 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)
- 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)
- An employee attended an approved activity for 3 hours and was awarded a certificate showing 3 clock hours (3 hours divided by 15 = **.2** semester hours of equivalent credit).
- An employee attended an approved activity for two days. On the first day a certificate was awarded which showed 3 contact hours for that day. The second day a certificate was awarded which showed 1.5 contact hours for that day (3 + 1.5 = 4.5 contact hours divided by 15 = **.3** semester hours of equivalent credit).