



Guidelines for the Approval of Continuing Education Units (CEUs)

PLEASE NOTE – NEW PROCESS EFFECTIVE October 15, 2008

CEU Applications are reviewed monthly. **In order to be considered for the month's review, the complete CEU application must be received by the 15th of the month.** Applications received after the 15th will be reviewed in the following month. Decisions concerning approval will be communicated to the applicant by the 15th of the month following application. Please see "CEU Project Guidelines At A Glance" at the end of these guidelines for more information.

The following are guidelines for submitting an application for Continuing Education Unit (CEU) approval. Individuals or groups filing the application (henceforth referred to as Agency) will assume the responsibility of accurately following the guidelines. Agencies sponsoring educational offerings must maintain control of all program elements to assure that objectives and criteria are met. If there is to be a joint sponsorship, one prime sponsor must be identified. Educational offerings to be approved for CEU credit must:

- consist of a minimum of 5 contact hours (the equivalent of .5 CEU)
- represent a coherent body of knowledge
- be presented using active adult learning principles
- be developmentally based.

Table of Contents

Part I	General Information	Page 2
	Process for New Applications	Page 2
	Process for Renewal Requests	Page 3
Part II	Agency Responsibilities	Page 3
Part III	Fees	Page 4
Part IV	Standard Application Instructions	Page 5
Part V	Conference Application Instructions	Page 7
Part VI	Distance Learning Application Instructions	Page 9

PART I: GENERAL INFORMATION

PROCESS FOR NEW CEU APPLICATIONS

- A. There are three types of applications for CEU Approval:
1. **STANDARD APPLICATION:** to be used for educational offerings involving the same group of participants over a period of time with one or more instructors.
 2. **CONFERENCE APPLICATION:** to be used for educational offerings in which a choice of various workshops are offered in each of several sessions throughout a specific time period. Frequently multiple instructors contribute to the training in a conference.
 3. **DISTANCE LEARNING APPLICATION:** to be used for educational offerings in which the majority of the participant's work is done independently with little or no face-to-face contact with the instructor or fellow participants. Such learning may include, but is not limited to, correspondence courses, self-study courses, courses taught by television or film (including teleconferences), or courses using computers as the instructional and contact media.
- B. Applications must be reviewed and approved *before* the educational offering begins. *No retroactive approvals will be given.*
- C. Experiences for CEU credit may include only:
1. direct contact hours of classroom or meeting sessions.
 2. structured field experiences, if they are integrated parts of a training program. These experiences may count for no more than one-third of the total course hours
 3. independent distance learning experiences that are part of an approved Distance Learning Course only.
 4. In calculating contact hours, agencies must *exclude* time for breaks and other unrelated activities.
- D. CEU credits are not awarded for:
1. credit programs, either secondary or higher education
 2. high school equivalency courses
 3. orientation programs
 4. committee meetings
- E. Agencies may advertise an educational offering as having CEU approval only after approval has been granted. If an Agency has submitted an application for CEU approval and has not yet been notified of its approval status, it may advertise the following statement: "Application submitted to Massachusetts AEYC for Continuing Education Unit approval".
- F. If changes must be made in an offering after initial approval, the following apply:
1. Change in course content cancels the approval and the Agency must resubmit for new approval.
 2. For changes in instructor, dates or location, the Agency must notify Mass. AEYC in writing, prior to the offering, with new resume(s) and other appropriate materials for approval of changes.
- G. Upon approval, an educational offering will be assigned a unique CEU number. This CEU approval number applies only to the originally proposed date and course description.
- H. Initial approval of an educational offering is valid for a three-year period.

PROCESS FOR RENEWAL REQUESTS

- A. **For Standard Applications:** During the three year period, an approved offering may be repeated for CEU credit only with prior MassAEYC approval. A new CEU approval number will be assigned to each repeat offering.
- Since resubmission for a repeat offering does not require a committee review, it may be submitted for approval at any time. Please submit the “Renewal Request Form”. This form can be found on our website www.massaeyc.com
 - If the instructor for a repeat offering is different from the originally approved instructor, agencies must also submit a new Section C and new resume(s).
- B. **For Distance Learning Applications:**
The Distance Learning Course may be offered:
- on a Cyclic Registration basis in which groups of participants enroll and complete the course at the same time, or
 - on a Revolving Registration basis in which individual participants enroll and complete the course at any time during the three year approval period.
 - A “Renewal Request Form” must be submitted if there is a change in the facilitator/course instructor
- C. **For Conference Applications** – There is no renewal request for conferences. A new application must be submitted for each new conference.

PART II: AGENCY RESPONSIBILITIES

- A. The Agency will maintain records of:
- Names, addresses, and phone numbers of the participants.
 - Accurate attendance records for each session.
 - Written evaluations of the educational offering and of the instructor completed by each participant. Agencies may design and use their own evaluation forms, subject to review by MassAEYC.
 - Documentation of CEU approval.
- NOTE: All records must be kept for a period of three (3) years from the completion date of the training experience.
- B. Facilities must be arranged by the Agency.
- C. The Agency must inform the individual participants in writing that:
- Participants are solely responsible for maintaining a record of their certificate(s) and their acquired CEU credits.
 - Participants are solely responsible for submitting proof of their CEU credit to any agency, organization or institution if they wish the CEUs to be credited toward job requirements, accreditation, career advancement or professional development.
- D. The Agency must send the following to Mass. AEYC within four weeks of completion each time the educational offering is given:
- Request for Certificates form
 - Written summary of evaluations.
 - Names of participants to be awarded certificates.
 - Payment for certificates in a check made out to MassAEYC.
 - If more than one category of study is offered, specify which category each participant has selected.
- E. Upon receipt of the above information, CEU certificates will be mailed by Massachusetts AEYC to the Agency to distribute to participants.

PART III. FEES

A.

Type	Fee
Initial fee for CEU approval for each educational offering:	.5 – 2.0 CEUs: \$150.00 2.5 & up: \$175.00 (includes 25 free certificates) Additional certificates \$3.00 each
Renewal requests	No Fee
Certificate for renewal offering	\$3.00/each
Replacement for a lost certificate	\$5.00

B. For initial offerings, an additional fee of \$3.00 per certificate will be charged for each certificate beyond the first 25.

C. All fees must accompany applications. Make checks payable to Massachusetts AEYC.

D. MassAEYC reserves the right to modify fees if warranted (i.e. extensive review, additional copying).

PART IV. STANDARD APPLICATION INSTRUCTIONS

NOTE: Please provide the following information, labeling each section as listed. There is no formal application form.

SECTION A—GENERAL INFORMATION

1. **Agency Name, Contact Person, Mailing Address, Telephone Number.**

E-mail address

2. **Title of Educational Offering**

3. **Schedule of Dates and Instructional Hours:** List dates for each session and the corresponding time periods. While it is preferred that Agencies submit dates and location with their application, approval pending specific dates may be granted.

4. **Total Number of Contact Hours:** Provide the number of direct contact hours of classroom or meeting sessions plus structured field experiences, if they are an integrated part of the training program. Agencies must *exclude* time for breaks and other unrelated activities.

5. **Number of CEU's for This Offering:** Mass. AEYC grants approval for increments of 0.5 CEU's only (i.e. 0.5, 1.0, 1.5, 2.0, etc.) According to EEC regulations, 10 contact hours equals one (1) CEU.

6. **Location/s:** Provide the name and address of the location where the offering will take place.

SECTION B—COURSE CONTENT

1. Indicate which of the following Department of early Education and care **Categories of Study** will be addressed by the offering:
 - a) Child Growth and Development
 - b) Planning Programs and Environments for Young Children
 - c) Curriculum for Early Childhood Settings
 - d) Child and Classroom Management
 - e) Professionalism
 - f) Children with Special Needs, Birth-16 years
 - g) Infant and Toddler Development, Care, and/or Program Planning
 - h) Health and Safety in Early Childhood
 - i) Families and Community
 - j) Child Care and Education Policy
 - k) Supervision or Staff Development in Early Childhood Education
 - l) Day Care Administration/ Business Administration

2. **Participant Outcomes:** State the outcomes in terms of what participants will know and/or be able to do by completing the course. (For more information on writing outcomes, please see the “Guide for Writing CEU Applications” at www.massaeyc.com)

3. **Target Population:** Indicate to whom the offering will be made available (e.g. family child care providers, teachers of infants and toddlers, teachers of 3- to 5-year olds)

4. **Course Description:** Provide a brief description of the educational offering (e.g. an abstract or brief overview that may be used to publicize the offering).

5. **Course Outline:** Attach a detailed course outline describing the content that will be addressed at each session. This outline should make it clear to reviewers what participants will be learning at each session, how they will be actively involved in their learning, timeframes involved, and where the instructional methodology (question 7 below) will facilitate their learning. (For more information on writing outlines, please see the “Guide for Writing CEU Applications” at www.massaeyc.com)

6. **Bibliography/List of Resources:** An up-to-date bibliography, i.e. including selections from within the last 10 years, of related readings/resources must be included as part of course materials. (For more information on bibliographies, please see the “Guide for Writing CEU Applications” at www.massaeyc.com)

7. **Instructional Methodology:** Describe the teaching methods to be used to insure that participants will be actively involved in their learning. (i.e small groups; role playing; demonstrations; videos)

8. **Completion Requirements and Documentation of Participant Outcomes:** Indicate what an individual must do to get credit for completing the course. At a minimum, a participant must attend 90% of the sessions and achieve a substantial portion of the planned participant outcomes. Agencies may add other requirements as well. Describe how you plan to have participants demonstrate and document that they have achieved your course's planned participant outcomes. Include any evaluation forms you plan to use. (For more information on evaluations, please see the “Guide for Writing CEU Applications” at www.massaeyc.com)

SECTION C —INSTRUCTORS

1. **Name(s) of Instructors:** Provide the name(s) of the instructor(s) of the course.

For courses that are taught by more than one instructor, describe the role and responsibilities of each individual. In addition, designate a lead instructor who meets the Instructor qualifications requirements below, and will be responsible for coordination of the various components of the course.

2. **Instructor's Qualifications:** Attach a resume, detailing completion of the appropriate criteria listed below, for each instructor(s). Instructors of educational offerings must have a minimum of a Bachelor's Degree in Early Childhood Education or in the field of training being offered and meet at least two of the following three criteria:
 - a. Minimum of three years experience as a teacher or administrator in an Early Childhood Program, which may include family day care or school age child care.
 - b. Minimum of one year of at least half-time experience in the field of training being offered.
 - c. Minimum of one year of at least half-time experience in supervision or training of adults (which may include team teaching).
 - d. If resumes do not show evidence of the above criteria, please add a short statement describing relevant education and/or experience.

PART V. CONFERENCE APPLICATION INSTRUCTIONS

GENERAL CONFERENCE INFORMATION

1. There should be a clear relationship and/or coherence among the conference workshop sessions. If several workshops are included, either:
 - All must fall within one category of study, or
 - "Tracks of study" must be clearly identified within the whole conference. A track of study designates specific workshops during the day that address one core competency (see Part V, Section B).
 - The reviewers may designate a workshop as unable to fit within the category of study selected. If so designated, participants taking that workshop will not be able to count this workshop toward their CEU time requirement.
2. Specific workshops or "tracks of study" for which CEU credit is to be given must be designated as such for participants. CEU credit may not be offered to participants who randomly select unrelated workshops.
3. Time for introductory sessions, coffee hours, breaks, etc. may not be included. Keynote speeches may be counted only if related to the other learning experiences.
4. There must be a clear method for obtaining evidence of attendance at all sessions for which CEU credit is to be given. Attendance at 100% of conference sessions is required.
5. One person must be designated as responsible for verifying that all individuals have completed the requirements.
6. The method for obtaining CEU credit must be clearly stated in conference literature.

SPECIFIC CONFERENCE APPLICATION INSTRUCTIONS

Please provide the following information, labeling the sections as listed below. There is no formal application form:

SECTION A—GENERAL INFORMATION

1. **Agency Name, Contact Person, Mailing Address, Telephone Number, e-mail**
2. **Title of Conference**
3. **Schedule of Dates and Instructional Hours:** List dates for each session and the

corresponding time periods. While it is preferred that Agencies submit dates and location with their application, approval pending specific dates may be granted

4. **Total Number of Contact Hours:** Provide the number of direct contact hours of workshop sessions, keynote speeches and/or any other part of the conference that would apply toward CEU approval. Agencies must *exclude* time for breaks and other unrelated activities.
5. **Number of CEU's for This Offering:** Mass. AEYC grants approval for increments of 0.5 CEU's only (i.e. 0.5, 1.0, 1.5, 2.0, etc.).
6. **Location/s:** Provide the name and address of the location where the offering will take place.
7. **Attendance Verification:** Describe how attendance at all sessions will be verified. Attach attendance forms to be used, if available.

SECTION B—CONFERENCE CONTENT

If more than one category of study is to be offered for CEU credit, complete Section B for each on a separate page.

1. Indicate which of the following EEC **Categories of Study** will be addressed by the offering:
 - a) Child Growth and Development
 - b) Planning Programs and Environments for Young Children
 - c) Curriculum for Early Childhood Settings
 - d) Child and Classroom Management
 - e) Professionalism
 - f) Children with Special Needs, Birth-16 years
 - g) Infant and Toddler Development, Care, and/or Program Planning
 - h) Health and Safety in Early Childhood
 - i) Families and Community
 - j) Child Care and Education Policy
 - k) Supervision or Staff Development in Early Childhood Education
 - l) Day Care Administration/ Business Administration
2. **Participant Outcomes:** State the outcomes in terms of what participants will know and/or be able to do by attending the conference. (For more information on writing outlines, please see the “Guide for Writing CEU Applications” at www.massaeyc.com)
2. **Target Population:** Indicate to whom the conference will be most suited (e.g. family child care providers, teachers of infants and toddlers, teachers of 3- to 5-year olds, etc.)
3. **Workshop Descriptions/Instructors:** Attach a brief description of each workshop with corresponding instructor's name, title and affiliation. Attach conference brochure, if available. Description should be clear and detailed enough so that it is understandable to reviewers. Each description should include information about how participants will be actively involved.

SECTION C—INSTRUCTORS

1. The Agency must sign a statement of assurance that all instructors meet CEU Guidelines for minimum qualifications for instructors:

Instructors of educational offerings must have a minimum of a Bachelor's Degree in Early Childhood Education or in the field of training being offered and meet at least two of the following three criteria:

- a. Minimum of three years experience as a teacher or administrator in an Early Childhood Program, which may include family child care or school-age child care.
- b. Minimum of one year of at least half-time experience in the field of training being offered.
- c. Minimum of one year of at least half-time experience in supervision or training of adults (which may include team teaching)

PART VI. DISTANCE LEARNING APPLICATION INSTRUCTIONS

GENERAL DISTANCE LEARNING INFORMATION

1. Some form of instructional contact or exchange with the instructor, other students, or mentor must be included as part of the course. The nature and duration of such contact must be clearly described in the application.
2. Participants must be actively involved in their learning. Course materials should use a dynamic approach to actively involve participants in trying out new strategies and examining and reflecting on elements of their current work situations. Structured observations of other programs, or of children, parents, etc. in other situations are also encouraged.
3. Participants must submit to the instructor documentation/evidence of their learning (e.g. papers in response to assignments, written observations of children or their programs relative to the course content, reactions to assigned readings, etc.) and receive written feedback from the instructor.
4. An up-to-date bibliography of related readings/resources must be included as part of course materials. Instructors are encouraged to assign outside related readings as part of the course requirements.
5. Individual participants must sign a statement declaring that they are in fact the ones who are fulfilling the course requirements.

SPECIFIC DISTANCE LEARNING APPLICATION INSTRUCTIONS

Please provide the following information, labeling the sections as listed below. There is no formal application form:

SECTION A—GENERAL INFORMATION

1. **Agency Name, Contact Person, Mailing Address, Telephone Number**
2. **Title of Educational Offering**
3. **Number of Hours for Course Completion:** A standard number of hours for completion of the course should be determined based on an average number of hours required by several representative learners to complete the program. Agencies must continue to monitor the amount of time it takes participants to complete the program and to make adjustments in the standard if necessary.
4. **Course Description:** Provide a brief description of the educational offering (e.g. an abstract or brief overview that may be used to publicize the offering)
5. **Type of Registration Process:** (cyclic or revolving) See Part I, I2 for Definitions.

SECTION B—COURSE CONTENT

1. Indicate which of the following EEC **Categories of Study** will be addressed by the offering:
 - a) Child Growth and Development
 - b) Planning Programs and Environments for Young Children
 - c) Curriculum for Early Childhood Settings
 - d) Child and Classroom Management
 - e) Professionalism
 - f) Children with Special Needs, Birth-16 years
 - g) Infant and Toddler Development, Care, and/or Program Planning
 - h) Health and Safety in Early Childhood
 - i) Families and Community
 - j) Child Care and Education Policy
 - k) Supervision or Staff Development in Early Childhood Education
 - l) Day Care Administration/ Business Administration
2. **Participant Outcomes:** state the outcomes in terms of what participants will know and/or be able to do by completing the course.(For more information on writing outcomes, please see the “Guide for Writing CEU Applications” at www.massaeyc.com)
3. **Target Population:** Indicate to whom the offering is best suited (e.g. family child care providers, teachers of infants and toddlers, teachers of 3- to 5-year olds, etc.)
4. **Course Description:** Provide a brief description of the educational offering (e.g. an abstract or brief overview that may be used for marketing)
5. **Instructional Materials:** Provide **four** copies of all of the instructional materials that participants will receive for the course.
Distance Learning Course Materials must include:
 - a. developmentally appropriate information, which reflects current knowledge in the field of early childhood care and education
 - b. activities and/or assignments in which participants can actively apply what they are learning to their practice with young children and families
 - c. an up-to-date bibliography of related and/or assigned readings.
6. **Bibliography/List of Resources:** An up-to-date bibliography of related readings/resources must be included as part of course materials. (For more information on bibliographies, please see the “Guide for Writing CEU Applications” at www.massaeyc.com)
7. **Participant/Instructor Contact:** Describe the nature and the duration of contact between participant and instructor. Respond to the following questions. How will the instructor be available to participants for consultation? How will the instructor respond to participants' written assignments? Will the instructor organize groups of participants to meet to discuss issues related to the course? Will the instructor visit participants on-site? How many of the course hours will consist of face-to-face, or other forms of contact? Will mentors be used? If mentors are used, they must meet the minimum requirements for mentors described below in Section C.3. Provide attachments as necessary.
8. **Documentation of Learning:** Describe how participants will, in writing, demonstrate and document that they have achieved your course's planned participant outcomes, and the instructor's plan for providing feedback.
9. **Completion Requirements:** Indicate what an individual must do to get credit for completing the course.

SECTION C–INSTRUCTORS

1. **Name(s) of Instructors:** Provide the name(s) of the instructor(s) of the course.
For courses that are taught by more than one instructor, describe the role and responsibilities of each individual. In addition, designate a lead instructor who will be responsible for coordination and synthesis of the various components of the course.
2. **Instructor's Qualifications:** Attach a resume, detailing completion of the appropriate criteria listed below, for the instructor(s).
Instructors of educational offerings must have a minimum of a Bachelor's Degree in Early Childhood Education or in the field of training being offered and meet the following three criteria:
 - a. Minimum of three years experience as a teacher or administrator in an Early Childhood Program, including family child care and school-age child care.
 - b. Minimum of one year of at least half-time experience in the field of training being offered.
 - c. Minimum of one year of at least half-time experience in supervision or training of adults.

If resumes do not show evidence of the above criteria, please add a short statement describing relevant education and/or experience.

3. **Mentor's Qualifications:** The Agency must sign a statement of assurance that all instructors meet the CEU Guideline's minimum qualifications for mentors.
Mentors involved in participant contact must meet the following criteria:
 - a. *For family child care programs:*
 - i. Minimum of two years experience as a licensed family child care provider, and
 - ii. Minimum of two years membership in a professional local (i.e. support group), state, or national child care organization.
 - b. *For group day care centers:* Minimum of EEC Lead Teacher Qualifications for Infants and Toddlers or Preschoolers.