

What is a CEU?

One CEU represents 10 hours of education provided either in a training series, a mini-course, an integrated experience at a conference, or a distance-learning course.

CEU training approval is a comprehensive process that requires a detailed application, review by a panel of well-qualified early childhood professionals, and a follow-up evaluation of the course presentation. The reviewers maintain strict confidentiality and abide by conflict of interest guidelines to protect the integrity of the process.

MassAEYC is authorized by the Department of Early Education and Care (EEC) to issue these certificates, and has been doing so for over 15 years.

What does it mean when a course offers CEU credit?

The course:

1. Has been reviewed and approved by a panel of early childhood professionals.
2. Actively involves you, the adult learner, in the learning process.
3. Is developmentally appropriate for the age group of children the course content addresses, and reflects current best practice.
4. Is taught by an instructor who meets MassAEYC standards.
5. Consists of a minimum of five contact hours of training (.5 CEU).

Helpful Links

www.massaeyc.com

For the CEU Guidelines and a list of approved courses

www.eec.state.ma.us/CCRRSearchResult.aspx

For a list of Child Care Resource and Referral Agencies

www.eec.state.ma.us/ccLicensing.aspx

For licensing regulations

www.eec.state.ma.us/cpcSearchResult.aspx

For Community Partnership Councils

www.eec.state.ma.us/ProfessionalDevelopment.aspx

For the EEC Professional Development Calendar listing CEU courses being offered across the state

Join MassAEYC

MassAEYC is the state affiliate of the National Organization for the Education of Young Children (NAEYC). Membership benefits include 2 educational journals, discounted training and publications, and monthly updates on public policy and events. Go to www.naeyc.org for more information.



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Continuing Education Units:

A Guide for Educators,
Trainers, and Organizations
Seeking CEU Training

For Educators

What is the value of a CEU?

A Pathway to College Courses

Times are changing. The near future brings the expectation of higher-level professional development, including college courses and degrees. CEU courses help you prepare for the rigor of advanced training. You can expect more in-depth learning, theory to practice activities, and evaluation that you have fulfilled course requirements. Get yourself prepared for what is to come!

To Meet EEC Staff Qualifications

CEUs may substitute for some college credits in meeting the qualifications for group child care center staff.

- One CEU, in study category Infant and Toddler Development, may substitute for 3 months of required work experience for infant/toddler teachers
- CEUs may substitute for college credits for one of the 4 courses required for lead teacher certification.
- CEUs may substitute for college credits for Director I and II certification.



For specifics, please review the EEC regulations online at www.eec.state.ma.us, or call EEC at 617.988.6600 and ask for the Professional Qualifications Unit.

To Meet CDA Requirements

One CEU may meet some of the CDA requirements in certain competency categories. The Council for Early Childhood Recognition requires that training used for CDA renewals have CEUs attached. www.cdacouncil.org has more information.

For Organizations

What if my agency wants to offer a training already approved for CEUs?

1. The agency could contract with a CCR&R to have them offer the course. The agency would pay them for their work and associated costs.
2. The agency could contract with an approved trainer and pay them directly for presenting a CEU approved course. The agency would absorb any related expenses. See the CEU guidelines for presenter qualifications and check with MassAEYC to see what courses are available.
3. The agency could contract with an approved trainer to create a course on a specific topic, submit the course for CEU approval, and pay the trainer and any associated expenses.

Where can I find out what CEU courses are available or have been approved?

EEC maintains a professional development calendar that allows you to search online for training opportunities, including CEU offerings. Go to www.eec.state.ma.us/professionaldevelopment.

Check www.massaeyc.com for recently approved courses.

What if I have more questions?

Contact MassAEYC at 978.654.6053 or masaeyc@yahoo.com.

For Trainers

How do I find out about getting my course/conference approved?

The CEU Guidelines, a Guide for Writing CEU Applications, and the criteria by which the review panel evaluates applications are all available online at www.massaeyc.com.

Applications are accepted on a rolling basis, but must be submitted by the 15th of every month to be reviewed in that month.

What if I submit an application and it is not accepted?

The MassAEYC office will review your application initially, and contact you to provide additional information if it is not complete. Technical assistance will be provided to help prepare your application for review.

Once it is reviewed, if revisions are needed in order to approve it, you will receive specific instructions as to what you must do.

If an application is deemed unapprovable, your application fee will be refunded.

What are the fees involved?

Application fees:	
.5 CEU–2.0 CEU	\$150.00
2.5 CEU & above	175.00

Course is approved for 3 years. Initial fee includes 25 free certificates for initial offering.

Certificates for Repeat Offerings	\$3.00
<i>(Certificates are issued by MassAEYC)</i>	

