1. The primary goal of each in-service program provided shall be to assist Christian school educators in their preparation for teaching/leading in the Christian school.
   a. Professional development leading to CEUs in educational studies must clearly contribute the participants’ teaching skills, overall ability to care of students (such as social/emotional health), and/or content knowledge (or educational leadership skills for administrators).
   b. Professional development leading to CEUs in biblical studies must clearly follow the biblical studies definition and guidelines that are listed on the ACSI Biblical Studies Requirements Document. The Provider must be approved to award Bible CEUs.
2. CEUs can be awarded for time spent in direct instruction, collaboration and active learning guided by a leader/facilitator.
   a. CEUs cannot be awarded for reading or completion of outside projects/assignments.
   b. If the Provider is engaging in a book study, time spent in group collaboration or discussion can be calculated for CEUs.
3. CEUs should be calculated in clock hours. 1 hour (60 minutes) = 1 CEU. To calculate the appropriate number of CEUs, take the total number of minutes of the course and divide that by 60 (round to the nearest hundredth). Examples:
   a. For a 45-minute course, the calculation would be 45/60 = 0.75 CEUs
   b. For a 36-minute course, the calculation would be 36/60 = 0.6 CEUs
   c. For a 1 hour and 47-minute course, the calculation would be 107/60= 1.78 CEUs
4. No single CEU event can exceed 30 CEUs.
5. Participants who are to receive CEUs may only receive credit for the portion of the course/event attended (so if a teacher only attended half the day, they would only receive ½ the amount of applicable CEUs for the course/event). CEUs shall not be granted prior to the completion of the course/event.
6. If the recipient of the CEUs is not on an ACSI member school roster and does not have a VP P, a paper certificate can be awarded, if the paper certificate has all required information as outlined in #9 below.
7. An individual or organization must be an ACSI-approved CEU provider before offering classes for CEUs or uploading CEUs to a teacher’s/administrator’s VPP.
   a. All approved CEU provider organizations and individuals must submit all courses for approval for which they intend to award ACSI CEUs before the course is offered.
   b. If a teacher/administrator from an ACSI school completes a course through an ACSI approved third party provider, then the third-party provider will issue the CEU (the ACSI school should not upload that CEU to the teacher’s/administrator’s VPP). The teacher/administrator can upload any certificate they receive from the third-party provider to their application for certification.
8. Individual and organization approved providers must receive ACSI approval for each course for which they wish to award ACSI CEUs. Approval must be granted before the course is offered. Individual and organization providers are not required to upload CEUs into the participant’s VPP. A paper certificate containing all the required information will be accepted.

The required certificate information is:
   a. Legal name of participant
   b. Title of in-service
   c. ACSI Course ID (as assigned by ACSI)
   d. Total number of clock hours awarded.
   e. CEU Type (Bible or Educational)
   f. Name and signature of approved staff member as designated by provider.
   g. Provider ID
   h. Course Completion Date

9. An outline for the instruction, statement of purpose and objectives, and schedule will be given to all participants by the provider.

10. The CEU provider will maintain a record of each in-service program for a minimum of five years that includes the following:
    a. Date(s), time, and location of the continuing education program
    b. Total number of clock hours awarded.
    c. A complete list of participants that received CEUs.
    d. Title and outline of the in-service program
    e. Course ID

11. If requested by participants or by ACSI, full and accurate disclosure will be made regarding programs, services, and fees.

12. ACSI reserves the right to revoke a provider’s status or to refuse to grant credit for CEUs if the guidelines are not followed. Guidelines are subject to change. Please check our website for current CEU Guidelines.