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 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.
   c. Sunday school, regular church attendance, and church teaching do not qualify for CEUs. Bible studies outside of regular church attendance (that otherwise meet ACSI’s Biblical Studies Requirements qualify for CEUs in Bible).
   d. Schools can award Bible CEUs for faculty/staff devotions, not to exceed a maximum of 6 CEUs per school year.
   e. There is a 30 CEU limit per course.

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 school 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 VPP, 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. ACSI accredited schools are automatically approved CEU providers. Additionally, ACSI accredited schools can now upload CEUs directly to the VPP for individuals associated with their school. There is no longer a need for ACSI accredited schools to have each course approved; however, the accredited school must ensure that each professional development activity aligns with the CEU Guidelines and, if applicable, the ACSI Biblical Studies Requirements before awarding CEUs.
   b. All other approved CEU providers, including non-accredited ACSI member schools, must submit all courses for approval which they intend to award ACSI CEUs for.
8. ACSI accredited and member only schools must upload completed CEUs to the appropriate VPP. To do so, the school must have a designated coordinator on the school’s Provider account to upload CEUs. It is suggested that at least two coordinators be on each provider account. Each teacher/administrator receiving CEU’s must be correctly listed on the school’s roster.
   a. If a teacher/administrator from an ACSI school completes a course directly through ACSI, then ACSI will issue the CEU (the ACSI school cannot upload that CEU to the teacher’s/administrator’s VPP). This includes courses taken through ACSI PD Online Courses. These CEUs will be uploaded into the viewers VPP by ACSI.
   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 cannot 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.
   c. Schools may not award CEU’s for the same course multiple times. If the course has the same content and takes the same amount of time to complete as a course that is already approved, it cannot be approved or awarded CEUs again.

9. 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 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

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

11. 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

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

13. 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.