

Policy for Offering Continuing Education Units

Virginia Conference Board of Ordained Ministry

Groups in the Virginia Conference wishing to offer Continuing Education Units to participants in their programs should complete an application and submit it to the Board of Ordained Ministry, in care of the Center for Clergy Excellence. Following are the policies by which events will be evaluated and units approved.

- 1) Continuing Education Units will be awarded for events that offer a minimum of five contact hours at a single event.
 - Contact hours are defined as instructional sessions – or equivalent – with qualified leadership.
 - Contact hours are not cumulative across several events in order to meet the minimum of five hours.
 - A process of evaluation by participants shall be in place.
 - Participants are expected to have been present for the full event in order to receive their unit of participation.
 - Fellowship and meal times are not instructional contact hours.
- 2) The “reading of a book” related to the topic of the event may be added to increase the number of instructional contact hours by 1 hour to qualify for .5 or 1.0 CEU. In this situation, the CEU certificate may not be issued to the participant until:
 - He/she verifies the reading of the book when they arrive at the event.
 - Giving or sending the evaluation form – including a question verifying completion of the reading – to the person responsible for issuing the CEU certificate (usually the registrar of the event).
- 3) Contact hours for Continuing Education Units:
 - Participants at a single event of at least five instructional contact hours, with qualified leadership, will be awarded 0.5 CEU. An event of at least ten instructional contact hours, with qualified leadership, is awarded 1.0 CEU.
 - CEU’s will be awarded only in half increments, as in 0.5, 1.0, 1.5, 2.0.
- 4) A request for Continuing Education Units will not be awarded retroactively – that is after the event has been held. All request forms must be received prior to the event. It is advised that a request form be submitted prior to publicizing the event; however, a brochure, schedule, or agenda may be required along with the request form.

Requests for exceptions to this policy may be submitted to the Board of Ordained Ministry, in care of the Center for Clergy Excellence.