

Continuing Education for Certification Renewal

What is a Continuing Education Unit (CEU)?

CEU stands for Continuing Education Unit. A CEU is a unit of credit equal to ten hours of participation in an accredited program designed for professionals with certificates or licenses to practice various professions.

CEU records are widely used to provide evidence of completion of continuing education requirements mandated by certification bodies, professional societies, or governmental licensing boards.

How Many CEUs Does CERI Require for Certification Renewal?

CERI requires educators to complete 10 clock hours of continuing education, or 1.0 CEUs annually to support certification renewal. Therefore, a renewal period of one year would require 10 clock hours of continuing education while a renewal period of three years would require 30 clock hours of continuing education.

Who May Award CEUs for CERI Certification Renewal?

CERI recognizes multiple CEU providers, with priority recognition of all [International Dyslexia Association](#) (IDA) [Branch providers](#).

All CERI-recognized Continuing Education courses must be aligned with the [Knowledge and Practice Standards for Teachers of Reading](#) (KPS), and must advertise this alignment.

Tips for Choosing Continuing Education (CE) Courses

Familiarize yourself with the [Knowledge and Practice Standards for Teachers of Reading](#) (KPS) and determine if your educational and professional goals and needs are reflected in a particular Standards/Sub-Standard.

If yes, search for a course that advertises alignment with these particular Standards/Sub-Standards.

If no, you may search for a course that addresses a broader topic than those which are currently included in the KPS.

What is the Cost of Earning CEUs?

The cost of earning CEUs vary. Providers typically charge a cost for participants to attend a training event or to access training resources *and* assess a charge for issuing the CEU itself.

What Should Promotional Materials/Brochures Associated with a Course Include?

1. **Course title/program description:**
 - Content
 - Rationale
 - Audience
 - Number of Participants Course Can Accommodate
2. **Learning outcomes:**
 - Stated
 - Indicate What Knowledge or Skills You Will Acquire
3. **Faculty credentials:**
 - Evidence that Instructor is Presenting in Area of Expertise
4. **Faculty disclosures:**
 - Any Financial/Non-Financial Relationships Between Instructor and Course Content
5. **Instructional methods:**
 - Described
 - Audience Participation Stated, if Applicable
6. **Credit:**
 - Organizations that will Provide CEUs for Course Participation
 - Criteria for Award of CEUs
 - Fees for Award of CEUs
7. **Registration fees:**
 - Stated
8. **Refund/cancellation policy:**
 - Clearly Stated
9. **Inquiries:**
 - Contact Information if Have Questions

How Should I Document CEUs Earned?

You should retain a copy of your CEU Certificates of Attendance and maintain a record of courses attended to date as follows:

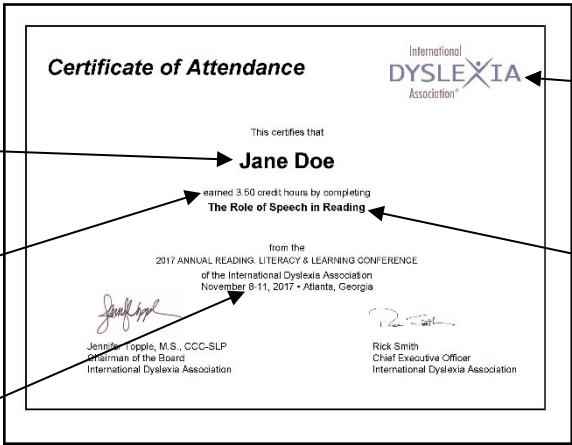
- Date
- KPS Advertised in Association with the Course
- Title of Course
- Provider
- Start Time/End Time
- Total Hours
- CEUs Earned

When it is time to renew your CERI certification, you will be asked to scan and upload these materials with your renewal application. An acceptable Certificate of Attendance must include the applicant's name, the name of the training, the hosting organization, the date and the total number of clock hours earned by the CEU.

How do I properly document my Continuing Education Units (CEUs)?

Certificate of Attendance (COA)

A **Certificate of Attendance (COA)** is required for each CEU credit being submitted for consideration towards a renewal application for certification. An acceptable COA must include the applicant's name, the name of the training, the hosting organization, the date and the total number of clock hours earned by the CEU.



Certificate of Attendance

International
DYSLEXIA
Association[®]

This certifies that
Jane Doe
earned 3.50 credit hours by completing
The Role of Speech in Reading
from the
2017 ANNUAL READING, LITERACY & LEARNING CONFERENCE
of the International Dyslexia Association
November 8-11, 2017 • Atlanta, Georgia

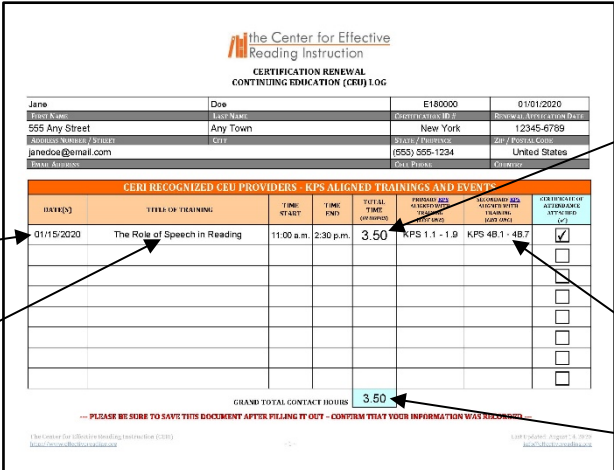
Jennifer Apple, M.S., CCC-SLP
Chairman of the Board
International Dyslexia Association

Rick Smith
Chief Executive Officer
International Dyslexia Association

Labels pointing to the form:
- Applicant's Name: Jane Doe
- Total Number of Clock Hours: 3.50
- Date of Training: November 8-11, 2017
- Name of Training: The Role of Speech in Reading
- Hosting Organization: International Dyslexia Association

Continuing Education Log

The **Continuing Education Log (CEU Log)** allows proper documentation of all CEU credits being submitted for the certification renewal application. The CEU Log must be filled out with all the required information related to the CEU training including reference to the corresponding [Knowledge and Practice Standards for Teachers of Reading \(KPS\)](#) the training covered. The KPS can be viewed and downloaded [here](#).



the Center for Effective
Reading Instruction
CERTIFICATION RENEWAL
CONTINUING EDUCATION (CEU) LOG

Name	Doe	E180000	01/01/2020
Home & Mailing Address	555 Any Street Any Town NY 12345-6789	Home & Mailing City	New York 12345-6789
Business Number / District	0111	Business / District	0111 / 0111
Home Phone / Email	(555) 555-1234	Home / District	United States

DATE(S)	TITLE OF TRAINING	TIME START	TIME END	TOTAL TIME (CONTACT HOURS)	APPLICABLE KPS STANDARDS (KPS)	APPLICABLE KPS STANDARDS (KPS)	CERTIFICATE OF ATTENDANCE (YES/NO) (C)
01/15/2020	The Role of Speech in Reading	11:00 a.m.	2:30 p.m.	3.50	KPS 1.1 - 1.9	KPS 4B.1 - 4B.7	<input checked="" type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
				GRAND TOTAL CONTACT HOURS	3.50		

Labels pointing to the form:
- Date Training Was Completed: 01/15/2020
- Name of Training: The Role of Speech in Reading
- Number of Contact Hours: 3.50
- Applicable KPS Standards: KPS 1.1 - 1.9, KPS 4B.1 - 4B.7
- Total Contact Hours: 3.50

You may download a fillable copy of the [CEU Log](#) in Adobe Acrobat (.pdf) format from the CERI website.