

## **PROCEDURES AND GUIDELINES For CEI Credit**

1. Approval will be given by the Department of Curriculum and Instruction for classes taken as part of the CEI Program after the registration form is completed and signed by the building principal.
2. Continuing Education Initiative (CEI) credit cannot be used to move into the master's lane.
3. Teachers can receive credit for the stipend only once for each course. A course may be repeated if there is space available, but the repetition will not earn a stipend or additional CEI credit. The choice of credit or stipend may not be changed once a class has been completed.
4. Courses taken prior to Fall 1998 may not earn CEI credit.
5. Full attendance for the duration of the workshop is necessary to receive CEI credits or stipends. Full attendance is defined as participation for at least 90% of the class time. (eg., the participant can miss no more than one and one-half hours of one CEI credit course and still receive credit or a stipend for the course). All absences including missing sessions, arriving late, or leaving early will be counted in the calculation of the 90%.
6. In order to provide the necessary documentation for the award of CEI credits or stipends, teachers must personally sign in each session and sign out if they leave before the end of class.
7. Classes will be set with minimum and maximum registration enrollments. Notification of registration will be sent. The District will determine the number of CEI courses to be offered based on budgetary and other considerations. Some professional development opportunities will be offered on a volunteer basis, which are not part of the CEI.
8. Following the completion of the class, those electing CEI credit will be issued a CEI transcript. Transcripts will be issued in the Spring of each year or stipends will be sent four to six weeks following the instructor's submission of class rosters.
9. One CPDU is given for each hour of attendance. For example, one CEI equals 15 CPDUs.

## REGISTRATION FORM STAFF DEVELOPMENT

Registrant's **Legal** Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_

School: \_\_\_\_\_ Position: Certified Staff \_\_\_\_\_ Support Staff \_\_\_\_\_

Grade Level / Department \_\_\_\_\_

Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Workshop Date(s) \_\_\_\_\_

**THIS COURSE IS \_\_\_\_\_ REQUIRED \_\_\_\_\_ NOT REQUIRED**

### **REQUIRED CLASSES**

You will not receive a CEI Credit or a Stipend if this is a required course. This does not include New Teacher Talks and classes that are taught after school hours.

### **NOT REQUIRED CLASSES**

- **CERTIFIED STAFF (if not a required course)**

I understand that my participation in the Continuing Education Initiative (CEI) course will entitle me to my choice of salary increment change (one semester unit) or stipend (\$150.00) for each CEI unit (1.0).

**I elect:**

\_\_\_\_ Salary Increment Credit      or      \_\_\_\_ Stipend

- **SUPPORT STAFF**

I understand that I will be compensated my regular hourly pay for the workshop attendance. No time sheet needed - participation will be verified by attendance roster.

**I have read and understand the procedures listed on the reverse side of this form and agree to abide by those provisions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (month/day/year)

**This form must be completed in full and returned to the Department of Curriculum and Instructional Services at the MEC prior to the course start date.**