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**Instructions for Earning One Continuing Education Unit (CEU )**

For Participation in the 2023 Alaska Out-of-School Time Conference

**Requirements and Restrictions:**

Participants in the November 2023 Alaska Out-of-School Time Conference may use the attached form to apply for one Continuing Education Unit (CEU). This CEU is only recognized by the Alaska Department of Education & Early Development (DEED) and can only be used to meet recency or renewal credit requirements when applying for any of the following Alaska Certificates:

* Professional Teacher Certificate,
* Master Teacher Certificate,
* Initial 5-year Teacher Certificate
* Type B Administrative Certificate (regular), or
* Type C Special Services Certificate (regular).

Please read all the requirements and restrictions below:

* This CEU will be sponsored and issued by the Alaska Department of Education & Early Development. This CEU is not a university-issued credit and cannot be used toward earning or maintaining any degree or licensure other than the **five certificate types** listed above.
* When applying for or renewing any of the **five certificate types** listed above, six recency or renewal credits may be required. As of fall 2022, any or all of the six semester hours of required credit can be met by CEUs, Non-academic Credit, and/or semester or quarter credits (earned hours) from an accredited college or university.
* **To redeem** this CEU, a processing fee of $50 must be paid to Alaska Teacher Certification. This can be paid at the time one submits their certification application, or earlier if wished. Payment can be made through the [Teacher Certification Payment Center](https://education.alaska.gov/teachercertification/PaymentCenter).
* This CEU will expire if it is not used during your next application for any of the five certificate types listed above.
* For more information about using a CEU to meet recency or renewal credit requirements when applying for any of the **five certificate types** listed above, see the [Teacher Certification webpage](https://education.alaska.gov/TeacherCertification).

**To Apply for the CEU:**

* Enter all the personal information on the following page, making sure to use your full name as it appears on your Alaska Teaching Certificate. This information must be complete so that once awarded, the CEU can be added to your Alaska Teacher Certification file.
* To be eligible for this CEU, **one must attend all sessions**—including the opening, closing, and working lunches—of the November 2023 Alaska Out-of-School Time Conference in Anchorage, Alaska from 8:30 am to 5:15 pm on Thursday, November 16 and from 8:30 am to 5:00 pm on Friday, November 17, 2023. Using the schedule on the attached form, list each session you attend. For each session, write one idea you learned or one action you are going to do as a result of attending this session that will be important in your professional work. Even if you are the presenter for one session, you may list that session and what you learned as a result of preparing for and presenting the session.
* Once you have completed the CEU Application form, sign it, scan it, assemble into **one** pdf file labeled by your last name, and then email it from your personal email account to Jessica Paris at [jessica.paris@alaska.gov](mailto:jessica.paris@alaska.gov) . **The form must be received by Wednesday, January 10, 2024.** Do not send the $50 processing fee at this time.

The form will be reviewed by Jessica Paris, the DEED employee authorized to offer this CEU. If the form is deemed complete and adequate proof the individual participated in all conference sessions, a CEU Certificate of Completion will be emailed to you **and** to Alaska Teacher Certification to be added to your file. Expect this signed Certificate to be sent by February 15, 2024.

Once you receive it, hold onto the signed, approved CEU Certificate for your records; however, you should never need to re-send it to Teacher Certification. Instead, when applying for your renewal, you will list information about this CEU directly on the renewal application and send the $50 processing fee.

Alaska Department of Education & Early Development Logo



**CEU Application**

For Participation in the November 2023 Alaska Out-of-School Time Conference

**Personal Information**

Enter all requested personal information, making sure to use your full name as it appears on your Alaska Teaching Certificate. This information must be complete so that once awarded, the CEU can be added to your Alaska Teacher Certification file.

LAST Name:

FIRST NAME:

MIDDLE INITIAL:

Former Last name(s):

birthdate:

Mailing address

Street/POBOX:

city:

STate:

Zip:

home phone:

Work phone:

Cell Phone:

PerSonal email address:

**PD Schedule and Reflection**

Using the schedule below, list each keynote or workshop or other conference event you attend. For each session, write one idea you learned or one action you are going to do as a result of attending this session that will be important in your professional work. Even if you are the presenter for one session, you may list that session and what you learned as a result of your session. Please use complete sentences. Number of participation minutes must total at least 900 minutes or 15 hours. Please add and expand cells as needed.

| **Session** | **Full title of session attended** | **Idea learned or action to be taken** |
| --- | --- | --- |
| **Thursday:**  **Opening Session** |  |  |
| **Thursday:**  **Workshop #1** |  |  |
| **Thursday: Working Lunch** |  |  |
| **Thursday:**  **Workshop #2** |  |  |
| **Thursday:**  **Workshop #3** |  |  |
| **Thursday:**  **Workshop #4** |  |  |

| **Session** | **Full title of session attended** | **Idea learned or action to be taken** |
| --- | --- | --- |
| **Friday: Opening Session** |  |  |
| **Friday:**  **Workshop #5** |  |  |
| **Friday: Working Lunch** |  |  |
| **Friday:**  **Workshop #6** |  |  |
| **Friday:**  **Workshop #7** |  |  |
| **Friday: Final Session** |  |  |

*I affirm I attended at least 15 hours of the November 2023 Alaska Out-of-School Time Conference*

**Participant Printed Name:**

**Participant Signature:**

**Date Signed by Participant:**

After completing, scan and assemble all pages of this application into **one** pdf document, label the file by your last name, and then send from your personal email account to Jessica Paris ([jessica.paris@alaska.gov](mailto:jessica.paris@alaska.gov); 907-465-8716).