

## CONTINUING EDUCATION UNIT (CEU) REPORT FORM

**The purpose of recording CEUs:** to encourage every full member in the FMCiC to pursue the core value of life-long learning

### Guide:

One CEU = 24 hours of contact time in an identified growth area from the annual Pastor's performance appraisal. Five CEUs are required over five years in identified growth areas. CEUs are tracking in five-year blocks of time. The previous block was September 1, 2004 to August 31, 2009. The current block is September 1, 2009 to August 31, 2014.

**Example 1:** (one 1-day conference) + (one 2-day conference) = 1 CEU  
(because three days in conferences is about 24 hours of contact time.)

**Example 2:** (one 3-day conference) = 1 CEU  
(because a three-day conference is about 24 hours of contact time.)

**Example 3:** A self directed activity that addresses an identified growth area that takes the equivalence of three days work = 1 CEU  
(Because it addresses a growth area that may not be addressed by a course or a conference)

### What and when to report:

1. Please report only your completed CEUs. (You may need more than one event to meet the requirement. Wait until you have accumulated the necessary events before reporting.)
2. Send this report form with your annual Performance Appraisal Form 5-Delegate's Report.
3. You keep track and decide when the hours are sufficient (24 hrs = 1 CEU).

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