



Nevada - Utah Conference Education Department Administrative Report # 10

Administrative Report #10 is Due on the Second Friday of June.

REQUIRED DOCUMENTATION:

School board minutes (please attach)

Finance reports (please attach)

Dashboard Clear of Errors

Copy of Accreditation Annual Progress Report (update on Action Plans, please attach)

Copy of Annual Safety Drills (please attach)

CEU Applications (one per certified personnel - Obtain updated form at www.nuceducation.org)

Copy of formal Teacher Evaluations (From VVAA and Summit Only)

Teacher Tuition Waiver (If needed from teachers attending summer school)

REMINDERS:

- Update student baptism information in Jupiter.
- Make sure end of the year tasks are completed.

CONTINUING EDUCATION CREDIT CRITERIA AND GUIDELINES

Effective 9-1-2017

The following criteria and guidelines apply to Continuing Education Units (CEUs) for participation in professional activities by education personnel in the Pacific Union Conference. Formula: 1 CEU= 10 clock hours; 2 CEU=20 clock hours.

1. Twenty (20) clock hours is equivalent to one (1) quarter hour of non-academic Continuing Education Units.
2. Satisfactory involvement in professional activities shall be verified by the conference office of education on the approved form.
3. The report of involvement in professional activities is to be submitted to the conference office of education annually on the approved form. In special circumstances, an activity for which CEU credit is desired may be granted for the previous school year.
4. Continuing Education Units **are not applicable** for the renewal of the Conditional or Basic Certificates.
5. Continuing Education Units may be applied to renewal of the Standard, Professional and Administrator Certificates as follows:
 - a. Renewal of the Standard Certificate-Renewal of the Standard Certificate requires fifteen (15) quarter hours which a minimum of six (6) quarter hours of academic credit must be earned in an accredited institution.
 - b. Renewal of the Professional Certificate-Renewal of the Professional Certificate requires nine (9) quarter hours which a may be earned by either academic credits or approved Continuing Education Units.
 - c. Renewal of the Administrator Certificate-Renewal of the Administrator Certificate requires nine (9) quarter hours which a may be earned by either academic credits or approved Continuing Education Units.
6. Professional activities submitted for credit are to contribute directly to the professional growth and enhance the employee's professional skills or expertise. These include but are not necessarily limited to the following:
 - a. Professional Growth Reading Certificate – Thirty (30) clock hours of professional activity credit. **No partial credit allowed.**
 - b. Education Tours. **Prior approval** must be received for a tour for which Continuing Education Credit is desired. Thirty (30) clock hours total in a year.
 - c. Professional reading, webinars, viewing video tapes and/or listening to audio tapes. A total of 30 clock hours may be granted per year subject to the following:
 - (1) Prior approval for the activity shall be received from the superintendent of schools or designee.
 - (2) The content of the activity must be based on current educational related topics of research in education.
 - d. School-sponsored in-service activities or special programs under the auspices of the principal.
 - e. Union and/or local conference sponsored activities. The number of hours allowed for the activity will be designated by the sponsoring organization. *
7. Supervision of student teachers (up to 100 clock hours of credit per renewal).
 - a. Classroom teachers who supervise one (1) or more methods students may be granted 20 clock hours of credit for each quarter that they supervise.
 - b. Classroom teachers who supervise a student teacher may be granted 40 clock hours of credit per quarter.
 - c. Classroom teachers who supervise a student for pre-week observations may be granted 20 clock hours per week.
 - d. The above credits shall be limited to a total of 100 clock hours of credit per certificate renewal.
8. Approved miscellaneous activities. [Clock hours are approved by the conference office of education personnel.]
 - a. Teaching higher education courses. Equivalent hours granted in clock hours [Example: Two quarter hour course would be 40 clock hours.]
 - b. Conference and/or union approved committees, i.e. Board of Education, Executive Committee.
 - c. Conference mentor teacher program. [20 clock hours per year]
 - d. Submissions of articles for CIRCLE, etc. [See *NAD Certification Manual*, page 35 for CEU value.]
 - e. College/University publication workshop.
 - f. Developing an approved Dual Credit course (one time only) [20 clock hours].
9. The following **do not qualify** for Continuing Education Credit:
 - a. Classes, workshops and/or seminars of which academic credit is received.
 - b. Any activities which arise out of the normal course of a person's duties, i.e. sponsorship on school tours.
 - c. Membership on a school planning, school standing or ad hoc committee.
 - d. First Aid, CPR, and Blood Borne classes.

*Union Curriculum Committee - 10 clock hours; Union Fall and Spring Education Councils - 14 clock hours each (7 clock hours per day of attendance).

*School Evaluations:

Elementary/Junior Academy (one day visit team member) – 10 clock hours
Elementary/Junior Academy (two day visit team member) – 20 clock hours
Elementary/Junior Academy Visiting Committee Chair – 30 clock hours (2 day visit)

K-12, K-10 or 9-12 (WASC School Self-study coordinating Committee chairs) – 30 clock hours (4 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) – 40 clock hours (4 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) – 20 clock hours (2 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) – 100 clock hours (1 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Chair) – 90 clock hours (4 day visit)



Instructions for Progress Reports

Progress reports are required of most NAD Adventist schools each year. Below is a chart showing who needs to complete the Progress Report, and what needs to be included. A General Information form can be found on the NAD website, <http://nadeducation.org/dynamic/files/416.pdf>

Type of term	General Information Page	Major Recommendations	Subject and Standards Recommendations	How Often
Six Clear (6 Clear)	√	√		In the third year
Interim Review (6-IR)	√	√	√	Every year
Revisit (PR-2 or PR-3)	√	√	√	Every year
Probation	√	√	√	Probation is only one year

Sample format:

Major Recommendation #2: That the board and administration develop and implement a formal, written marketing plan.

School Response: The school board, on January 23, 2007, has voted a formalized marketing plan that sets monthly goals for the recruitment and retention of XYZ Academy students. This plan must go to the finance committee on March 14, 2007 for the funding. A copy of the plan is attached.

Recommendation #6: That the board and administration vent the chemical storage room to the outside of the building.

Schools Response: The room was vented using a power vent system on January 23, 2007.

Recommendation #6: That the constituency, board and administration develop a long-range strategic plan to recruit more of the available Adventist children in the constituent churches.

School Response: This is an issue that the board has discussed and has some recommendations for the constituency which meets April 4, 2007. The final decisions will come from the constituency, so there is no definitive action on this recommendation

**PACIFIC UNION CONFERENCE
TUITION WAIVER AUTHORIZATION AND TRANSCRIPT RELEASE**

This form is not an application to be admitted to La Sierra University or Pacific Union College. You must apply to La Sierra University or Pacific Union College as early as possible to avoid delay at registration time. Use one of the application forms from either La Sierra University or Pacific Union College in applying for admission.

An authorization form must be submitted for each term (quarter) of attendance.

Teacher _____
First
Middle
Maiden
Last

Social Security Number _____ Date of Birth _____

Mailing Address _____
Street or Box Number
City
State
Zip

Phone Number _____ Email Address _____

Enrollment for the year _____ **Indicate the number of hours you plan to take each quarter.**
 Quarter: Summer _____ Fall _____
 Winter _____ Spring _____

Highest degree earned: Bachelors Masters Specialist in Education Doctorate

Degree earned from _____ in _____
Name of Institution
Date

The above named teacher who is currently teaching and meets the provisions of the Pacific Union Conference *Education Code* Section E10-152 and is authorized to attend:

La Sierra University (check all that apply)	Pacific Union College (check all that apply)
<input type="checkbox"/> Remove certification deficiency including required undergraduate courses <input type="checkbox"/> Upgrade from Basic to Standard Certificate <input type="checkbox"/> Renew Standard Certificate <input type="checkbox"/> Upgrade from Standard to Professional Certificate <input type="checkbox"/> Renew Professional Certificate <input type="checkbox"/> Meet endorsement requirement in _____ <input type="checkbox"/> Meet CDC licensing requirements <input type="checkbox"/> Meet CDC credential requirements <input type="checkbox"/> Meet an approved M.A. degree or 5 th year program	<input type="checkbox"/> Remove certification deficiency <input type="checkbox"/> Upgrade from Basic to Standard Certificate <input type="checkbox"/> Renew Standard Certificate <input type="checkbox"/> Upgrade from Standard to Professional Certificate <input type="checkbox"/> Renew Professional Certificate <input type="checkbox"/> Meet endorsement requirement in _____ <input type="checkbox"/> Meet CDC licensing requirements <input type="checkbox"/> Meet CDC credential requirements <input type="checkbox"/> Meet an approved M.A. degree or 5 th year program

Signature of Superintendent of Schools/Designee

Signature of Teacher

Conference

School Where Employed

Date

Date

FINANCIAL INFORMATION: A scholarship to cover tuition and registration fees is given to teachers who are authorized to attend on-campus courses at either La Sierra University or Pacific Union College. This tuition waiver policy applies to all courses offered which will meet credential renewal requirements. **Each applicant is eligible for 12 quarter hours per academic year of course work** up through the requirements for M.A. degree and/or professional certification in teaching, administration, counseling psychology, special education and child development. For additional information, see *Education Code* Section E10-152 for the policy governing attendance. **If a grade of "D" or "F" is received in a course, you may be charged tuition.**

REGISTRATION INFORMATION: Teacher must submit this form **and** the application form for La Sierra University or Pacific Union College. The teacher is responsible for verifying that registration has been confirmed. After obtaining the superintendent's signature, submit this form to the Office of the Registrar. The form may be emailed to: registrar@lasierra.edu at La Sierra University or to studentfinance@puc.edu at Pacific Union College **or** FAX the form to (951) 785-2447 at LSU or (707) 965-7615 at PUC. Please direct any questions to La Sierra University at (951) 785-2006 or Pacific Union College at (707) 965-6381.