

Butler County Educational Unit (BCEU) Options

* All clock hours of involvement must be verified by a chair of a committee, supervisor, etc.
Use BCEU Tracking Form to document hours.

Option	BCEU Value	Maximum BCEU	Criteria	Verification
Individually Guided				
National Board for Professional Teaching Standards certification program		18 BCEUs for participation in the NBPTS process	Must be in the subject area of the individual's assignment. Certification must be completed or participation as a candidate must be verified by the expiration date of the certificate or license.	Valid copy of the National Certificate or documentation for candidate not completing the certificate.
Publication of original work Book, journal article, software, research, curriculum unit	Variable depending on the product	6	Production of a tangible product that enhances teaching and learning.	Copy of book, article, software package, or report.
Grant writing or grant reviewer	1 clock hour = 0.1 BCEU	6	Copy of grant proposal or copy of selection letter as reviewer.	Copy of grant proposal or copy of selection letter as reviewer <u>and</u> documentation of clock hours for planning and preparation.*

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Presentation/Training				
Professional development presentation for teaching a course, seminar, adult vocational or technical course or professional presentation	1 clock hour = 0.3 BCEU	6	The same course may be used two times during each licensure or certification cycle.	Course announcement <u>and</u> course syllabus/agenda.
College/University - course for credit - seminar for credit	1 sem = 3 BCEU 3 qtr = 6 BCEU 2 qtr = 4 BCEU 1 qtr = 2 BCEU	Unlimited	Coursework must be in education or in a content area directly related to teaching assignment and IPDP.	Official transcript or original grade report.
Professional workshop or conference attendance	1 clock hour = 0.1 BCEU	12 (rev. 10/18/02)	Same as coursework.	Certificate of attendance, registration, agenda, course description, or reflective report.
Peer-coaching, mentoring, or supervision of field experiences	1 clock hour = 0.1 BCEU	6	Must be officially assigned by local authority.	Reflective journal <u>and</u> documentation of clock hours involved. *
Professional shadowing, observations, or externships with other schools, agencies, or work sites	1 clock hour = 0.1 BCEU	6	Project must have written approval of immediate supervisor.	Written approval of immediate supervisor, reflective journal, <u>and</u> documentation of clock hours involved. *

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Involvement in Instructional Improvement Project				
Curriculum unit process	Value depending on the product	6	Production of a tangible product that enhances teaching and learning.	Curriculum unit.
Curriculum development	1 clock hour = 0.1 BCEU	6 (rev. 10/18/02)	Must be serving on a formal committee organized by an educational agency or community organization.	Copy of the final document, reflection on learning, <u>and</u> documentation of clock hours involved. *
Inquiry				
Professional reading study group	1 clock hour = 0.1 BCEU	3	Subject area must be related to individual's area of specialization. This <u>does not</u> include reading time.	Reflective journal, action plan, report, video, or curriculum development <u>and</u> documentation of clock hours involved * in study group and time involved in verification projects.
Action research or educational project	1 clock hour = 0.1 BCEU	6	Project must have written approval of immediate supervisor.	Written approval, reflective journal, or portfolio <u>and</u> documentation of clock hours involved. *
Professional Committee	1 clock hour = 0.1 BCEU	6 (rev. 10/18/02)	Formal committee organized by an educational organization. Must contribute to the education profession or add to the body of knowledge in the individual's specific field.	Documentation of hours served; verified by the president or chair of the committee. *