

Iowa Annual Conference Board of Ordained Ministry
Education Committee
REQUIREMENTS FOR REQUESTING CEUs

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EFFECTIVE 10-09-2015

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Iowa Conference - generated events requesting the option of offering CEUs to attendees must submit to the BOOM Educational Committee

- a) a narrative summary of the offering,
- b) a course content outline, including time schedule, and
- c) qualifications of the instructor.
- d) outcome goals for those who attend,
- e) that the event be in keeping with the guidelines suggested by GBHEM (<http://www.gbhem.org/education/clergy-lifelong-learning/standards-guidelines-use-ceus>) and the standards and goals of IA Annual Conf. "Characteristics of Effective Clergy", subsection "Measurable Characteristics of Effective Leadership". (http://www.iaumc.org/files/fileslibrary/Characteristics_of_Effective_Clergy_-_IAC.doc)

CONTENT

Only instructional time may be counted as CEUs; instructional time does not include worship, meetings, meals, or breaks.

The time schedule of the event must specify the use of time in detail.

One contact hour consists of 50 minutes of instructional time, equal to .1 CEU.

Events offering fewer than .3 CEUs should not apply.

ATTENDANCE

The event organizers must take attendance, verify completion, and keep records of attendance for two years (GBHEM suggests permanent record -keeping).

CERTIFICATE

The organizers must also present completers with a certificate which may be kept in completers' file to present to the district superintendent at the annual interview.

The certificate will give name, date, and time of the event, the number of earned CEUs, and be signed (signature not printed) by an organizer or instructor of the event.

PROCEDURE

E-mail the materials to **Lisa Steel** (lisa.larson@iaumc.org) for circulation to the committee with a minimum of a 1-month lead time.

The committee will examine the content and instructional personnel to be sure it meets GBHEM and Iowa BoOM guidelines.

APPROVAL AND PUBLICITY

If approved, the event may advertise the specified number of CEUs on promotional materials.