

1. The primary goal of each in-service program provided is to assist Christian school teachers in their preparation for teaching in the Christian school.
2. One CEU is equivalent to 6 hours of direct instruction.
3. CEUs will be awarded for direct instruction. No homework, reading, writing projects or assignments will be included in the total number of hours. If the CEUs issued do not meet these guidelines and those following, they will not be accepted.
4. An individual must be an ACSI approved CEU provider before offering classes for CEU.
5. Participants who are to receive CEUs must attend all courses as scheduled, and CEUs shall not be given before the completion of the program.
6. Approval for all courses offered must be approved by ACSI before the in-service is offered. A Course ID issued by ACSI is necessary to upload earned CEUs into a VPP. All earned CEUs must be uploaded into the appropriate VPP. If the recipient does not have a VPP a paper certificate can be awarded.
7. The number of CEUs awarded to an individual can be less than the amount of CEUs approved.
8. An outline for the instruction, statement of purpose and objectives, and schedule will be given to all participants.
9. The CEU provider will maintain a record of each in-service program for a minimum of five years that includes the following:
  - Date(s), time, and location of the continuing education program
  - Number of contact hours as well as CEUs awarded
  - A complete list of participants
  - Title and outline of the in-service program
  - Course ID
10. Sunday school, church teaching, or church attendance does not qualify for CEUs. CEUs are granted only by approved CEU providers for programs intended to provide continuing development (either biblical or educational) for educators.
11. If the in-service leads to CEUs in educational studies, it will clearly enhance the participants' teaching skills and/or content knowledge.
12. If the in-service leads to CEUs in biblical studies, it will follow the biblical studies definition and guidelines that are listed on the ACSI biblical studies requirement sheet.
13. The CEU provider will upload attendance to an individual's Virtual Professional Portfolio (VPP). If the CEU recipient does not have a VPP they may be awarded a paper CEU certificate and the certificate may be designed locally, but it must contain the following information:
  - Legal name of participant (as recorded on file with ACSI)
  - Title of in-service, date(s), time, and location of the continuing education program
  - ACSI Course ID
  - Number of CEUs awarded
  - Whether the CEU(s) is/are in biblical studies or educational studies
  - Total hours of instruction
  - Name and signature of approved staff member as designated by provider.
  - A one-line description of the course after the title  
Example: Think Again! Workshop—A biblically based approach to understanding and knowing how to respond to post-modern times
  - Provider ID
14. If requested by participants or by ACSI, full and accurate disclosure will be made regarding programs, services, and fees.
15. ACSI reserves the right to revoke a provider's status or to refuse to grant credit for CEUs if the guidelines are not followed. Guidelines are subject to change. Please check our website for current CEU guidelines.