

General Sources of ACSI CEU Credit: Types of Providers and How to Report

ACSI accepts CEUs from the sources below. Reporting those CEUs for renewal of ACSI certification can occur one of two ways, depending on the provider/source of the CEU:

1. Paper Certificates/Transcripts Needed
 - a. **A regionally accredited college/university** – ACSI will accept transcripts or certificates awarded for coursework, conferences, or seminars completed at an accredited college/university. *CEUs cannot be uploaded into the participant's VPP.* (Please note: if the teacher/administrator certificate requires the completion of semester hours in education, this must be completed for college credit and must be reported on an official transcript from the college/university.)
 - b. **A state approved program** – ACSI will accept paper CEU certificates awarded by any state-approved program – whether the teacher/administrator is certified in that state or not. *CEUs cannot be uploaded into the participant's VPP.*
 - c. **An ACSI-approved Organization CEU Provider** – We will accept paper certificates from Organization Providers such as Lifeway, Insight for Living, etc. if the CEU is granted directly by that organization.
Example: A teacher completes an approved Lifeway study through Lifeway's process and contacts Lifeway for the CEUs – that teacher must submit the paper certificate from Lifeway. (Please note: if the CEU is issued *by the school*, the CEU must be uploaded to the teacher's VPP. See 2.b. below)

2. CEUs must be Uploaded to the Individual's VPP
 - a. **ConNEXUS Premium (CNP)** – ACSI's online learning platform – *CNP will automatically upload the earned CEUs into the participant's VPP upon completion of the viewing.*
 - b. **All ACSI School Providers must upload earned CEUs for their approved courses into the participant's VPP.** *As of January 1, 2018, ACSI does not accept paper CEU certificates from school providers.*
Example: A teacher completes a Lifeway study and the school uploads that study for approval – the school must upload the CEU(s) to the teacher's VPP. (Please note: if the CEU is completed through an approved outside provider and the CEU is issued *by the organization*, the teacher must submit a paper certificate from that organization. See 1.c. above).
Example: A teacher completes a Provider school's approved in-service/course. The Provider school must upload the earned CEUs into the teacher's VPP.