

CEU INFORMATION MEMO

FLAEYC Affiliated Chapters and Educational Agencies Seeking CEU Approval for Training / Learning Event

The Florida Association for the Education of Young Children (FLAEYC) is proud to work in collaboration with its affiliated Chapters and other educational agencies sponsoring instructors, presenters and trainers across the State of Florida to provide Continuing Education Units (CEU) at professional development opportunities and learning events such as trainings, workshops, online courses and conferences through its CEU Services Program.

Chapters and sponsoring agencies must complete and submit a CEU Set Up Request Form with supporting documentation which is reviewed by FLAEYC. By having this review and approval process, FLAEYC takes steps to ensure that participants and the early care and education community receive quality education and training that adhere to standards and best practices in professional development.

Through its CEU Services Program, FLAEYC provides technical assistance to applicants during the CEU Set Up Request review process as well as provides record keeping and the issuance of CEU certificates to participants after training has concluded.

Sponsoring Agency CEU Request and CEU Service Program Approval Process

Sponsoring agencies must complete and submit a CEU Set Up Request Form a **minimum of four weeks** prior to a proposed learning event for review. The CEU Request includes detailed information about the proposed learning event and supporting documentation including resumes and other informational materials. The CEU Request is reviewed by FLAEYC where it is determined if the learning event is approved for CEU.

Upon approval, the sponsoring agency is notified, and an invoice is sent. The invoice should be paid before the learning event's start date to guarantee CEU services. The sponsoring agency will also receive a sign-in sheet for attendance verification and an informational PowerPoint slide to share with participants during the learning event.

After the learning event has concluded, the sponsoring agency is responsible for submitting attendance verification (*sign-in sheets for face-to-face events or completion rosters for online classes*). The attendance is verified by FLAEYC staff and participants are sent an email with information on how to complete the required learning gains survey. Please note, participants must have **BOTH** confirmed attendance and successful completion of the Learning Gains Survey to receive a CEU Certificate.

FLAEYC affiliated Chapters may submit CEU Set Up Request for review at no charge. The fee schedule for all other sponsoring agencies is as follows:

Training / Learning Event Set-up Costs for Sponsoring Agencies

Type of FLAEYC CEU Training / Learning Event	Set-up Fee
Single Training / Learning Event <i>(1 session on single topic by single presenter or team & is not repeated)</i>	\$25.00
Training Series / Multi Day Learning Event <i>(Multiple sessions of the same title/topic by single presenter or team)</i>	\$50.00
Half Day Conference <i>(2 or more sessions)</i>	\$50.00
One day Conference <i>(4 or more sessions)</i>	\$100.00
Multi Day Conference <i>(Multiple sessions)</i>	\$150.00

Example: ABC Learning Inc. holds a one-day conference of 5 sessions for a total of 10 instructional hours. ABC Learning Inc.'s FLAEYC CEU Set-up cost is \$100.00 for the conference.

Participants Seeking Professional Development & CEU Opportunities

The CEU earned by participants may be utilized to fulfill annual training/in-service requirements and to renew State issued credentials including the Florida Director's Credential and the Florida Child Care Professional Credential (FCCPC). To be eligible for CEU, participants must have **BOTH** confirmed attendance and successful completion of the Learning Gain Survey, which is used to measure the participant's increase of knowledge as a result of attending the learning event.

FLAEYC members that belong to either a national ([NAEYC](#) – *National Association for the Education of Young Children*) or regional ([SECA](#) – *Southern Early Childhood Association*) early childhood professional organization are eligible to earn free CEUs at FLAEYC Chapter sponsored learning events.

Members pay the published CEU Fee for all other FLAEYC approved learning events not sponsored by Chapters, such as local trainings or conferences offered by Early Learning Coalitions or other educational agencies.

Please note, you do NOT have to be a member of NAEYC or SECA to participate in FLAEYC CEU approved events. All other participants who attend may choose to purchase CEUs. The fee schedule for non-NAEYC and non-SECA members is as follows:

Cost for FLAEYC CEU for Participants

Type of FLAEYC CEU Training / Learning Event	CEU Fee <i>(for non-members or non-Chapter sponsored events)</i>
Training or Workshop Single Learning Event <i>(1 session on single topic by single presenter or team)</i>	
Single Training / Learning Event: <i>1-5 instructional hours (0.1 – 0.5 CEU)</i>	\$18.00
Single Training / Learning Event <u>over</u> 5 instructional hours <i>(0.6 CEU or more)</i>	\$18.00 + \$1.00 for each addl. instructional hour <i>Ex: 9 instructional hours (0.9 CEU)</i> <i>\$18.00 (5 hrs) + \$4.00 (4 addl. hrs) = \$22.00 total</i>
Training Series Multi-Day Learning Event <i>(Multiple sessions of the same title/topic by single presenter or team)</i>	
Training Series / Multi Day Learning Event: <i>Minimum 10 instructional hours (1.0 CEU)</i>	\$23.00
Training Series / Multi Day Learning Event: <i>11 instructional hours or more (1.1 CEU or more)</i>	\$23.00 + \$1.00 for each addl. instructional hour <i>Ex: 15 instructional hours (1.5 CEU)</i> <i>23.00 (10 hrs series) + \$5.00 (5 addl. hrs) = \$28.00 total</i>
Conferences One Single or Multi-Day Conference Event <i>(Multiple sessions of multiple topics/titles by different presenters)</i>	
Half Day Conference <i>2 or more sessions w/ multiple presenters</i> <i>Minimum of 5 instructional hours (0.5 CEU)</i>	\$18.00 for conference up to 5 hours Add (+) \$1.00 for each addl. instructional hour
One Day Conference <i>4 or more sessions w/ multiple presenters</i> <i>Minimum of 10 instructional hours (1.0 CEU)</i>	\$23.00 for conference of 10 hours Add (+) \$1.00 for each addl. instructional hour
Multi Day Conference <i>Multiple sessions w/ multiple presenters</i> <i>Minimum of 15 instructional hours (1.5 CEU)</i>	\$33.00 for conference of 15 hours Add (+) \$1.00 for each addl. instructional hour

**All FLAEYC CEU Learning Events include \$8.00 processing fee*

Example: Pam Jones attended all 5 sessions of ABC Learning Inc.'s one-day conference and completed the learning gains. She earns her certificate for 1.0 CEU, which is equivalent to 10 instructional hours. Pam's total cost would be \$23.00.