

## **Converting Contact Hours to CEUs**

Under the provisions of Senate Bill 230, it is the responsibility of Local Professional Development Committees to convert professional development contact hours to CEUs.

We have attempted to make this conversion a simple process. One (1) contact hour may be converted to .1 CEUs with the approval of the LPDC. This conversion is to take place at least annually to make the process less monumental to the educator and the LPDC. Therefore, **contact hours older than 13 months from the completion of the activity will not be converted to CEUs.**

Contact hours are to be entered into the Kiosk and will be reviewed during the regularly scheduled LPDC meetings. You will need to upload attendance verification documents from the contact hour provider.

If you believe you could be attending professional development for which certificates of attendance might not be provided, your LPDC is providing a generic certificate for you to take with you. Please complete the certificate of attendance and have the facilitator (or a representative of their agency) sign it. A certificate of attendance can be found on the LCESC website, under the LPDC tab: <https://www.lcesc.org/LPDC.aspx>.

Following committee review and conversion process, you will receive notice from the Kiosk that your activity has been approved.