

# WCU MASTER INSERVICE PROGRAM

## INFORMATION AND WORKSHOP GUIDELINES

William Carey is proud to serve as a Professional Learning Credit Granting Agency. We would like to thank you for the opportunity to serve as your CEU accreditation agency. Below are the guidelines for submitting CEU requests for our Master Inservice Program. These guidelines are based on the requirements set by the Office of Educator Licensure at [mdek12.org/licensure](http://mdek12.org/licensure)

The WCU Master Inservice program is a continuing education outreach program designed to assist school districts in helping teachers earn valuable CEU credit towards license renewal for the quality professional development facilitated within their districts and school sites. For participating districts, we provide each teacher with an emailed pdf certificate of CEU's earned through their district and school PD, which they can upload to their MECCA system. Hard copies can be requested for a small processing fee of \$10.

To participate, a district requests a quote for the amount of schools in the district (\$300 per school- ½ price for members of PREPS) An invoice is sent once a purchase order is granted. Then, each district and school should submit their professional development plan(s) prior to the beginning of the school year. Additional trainings can be submitted throughout the year as well- either district wide or at individual schools. Trainings must be approved before credit can be requested. All professional development submitted for CEU credit must have a scheduled trainer, training materials, sign in, agenda and evaluation instrument. WCU has a CEU application that contains all of the information required to submit for each training contained within the PD plan as well as any additional trainings at school sites during the year at our webpage- [www.wmcarey.edu/education/continuing-education](http://www.wmcarey.edu/education/continuing-education)

We appreciate 2 submissions during the school year with up to 10 trainings each (20 trainings total for the year) so please put as many trainings as possible on one worksheet. There is no limit on the credit earned. Additional trainings can be submitted if scheduled during the year, but must be approved in advance. An Excel sheet can be downloaded from our website that has designated columns for teacher information including email address and training titles. A good plan is to have one designated person at each school site to serve as the contact person and ensure the information is logged accurately. Please proof for correct spelling and email address entry. Names of trainings should be unique and brief. For example, district wide training at the beginning of the school year could be titled "Curriculum, Data & Procedures" and contain a date range of 8/2/25- 8/3/25. Make it specific to your school but not too lengthy. "Beginning of Year" would be too vague.

All workshops and trainings MUST BE 5 HOURS OR MORE. 5 HOURS = 0.5 CEU/ 10 HOURS = 1 CEU

Hours must be whole numbers. If a training ends on a half hour, round up to the next whole hour. If you have a training that includes multiple related sessions, a series, the hours can be grouped. Dates should be entered as the first date of the series to the last date of the series. For example, a PLC series with approved trainer and training materials that meets one hour a month might begin on August 12, 2025 and end on December 18, 2025 -(8/12/2025-12/18/2025) - the hours would appear as 5 and it would calculate as 0.5 CEU's

School districts are required to keep sign in sheets and evaluation materials for one calendar school year in case of audit.

Meetings that do not qualify for CEU credit are faculty meetings, testing directions, or any gathering of faculty that does not include a trainer or consultant (trainer does not have to be outside of the school and can be faculty)

Please see the CEU application at our webpage [www.wmcarey.edu/education/continuing-education](http://www.wmcarey.edu/education/continuing-education) for more information regarding what should be included in a submission.

If you have any questions at all please feel free to contact us at any time! [ceus@wmcarey.edu](mailto:ceus@wmcarey.edu) [cliverett@wmcarey.edu](mailto:cliverett@wmcarey.edu) or call me at (601) 318-6609

PREPS is the Program of Research and Evaluation for Public Schools and is a part of WCU Continuing Education Outreach.

For more information about becoming a PREPS school, visit the website- [www.mspreps.org](http://www.mspreps.org)