

***Early Childhood Connections
Policies for Administering CEU's for CDA Renewals***

ECC is an authorized provider of continuing education units (CEU's) through the National Council for Professional Recognition. In order to receive a CEU, students must successfully complete the following criteria:

1. **Eligibility:** Participants who attend the entire series.
2. **Requirements:** Participants must attend 100% of the series, and complete the assignment by the due date.
3. **Assignment:** Participants will complete the written assignment as outlined under "Learning Outcomes". All assignments are to be typewritten, and must be e-mailed or postmarked within 3 weeks of the last class date. Assignments are graded as pass/fail. Students will receive an original, signed CEU certificate upon successful completion of the assignment.

When are CEU's available at ECC?

CEU's are typically offered through our Enrichment Series and the Annual Child Care Expo.

- q The Expo consists of 6 contact hours and will provide .6 CEU's towards a student CDA Renewal.
- q Enrichment Series consists of 10 contact hours and will provide 1.0 CEU's towards a student CDA Renewal.

Waivers

1. Waivers are not offered for missed classes or incomplete assignments.
2. Students who miss a class may have the opportunity to attend the same class (when available) at Early Childhood Connections within 6 months of the originally scheduled class in order to receive full CEU credit.
3. No substitution of actual class content will be accepted for CEU credit. This includes any alternate class and self-directed learning such video or book reviews.

Extensions

- q Students may apply for one extension for a homework assignment by writing a letter requesting special consideration. Students should send their request to the ECC CEU coordinator, Gwen Simmons, prior to the due date of the assignment.
- q The ECC CEU Review Committee will review all requests for assignment extensions.

ECC CEU Review Committee

- q The ECC CEU Review committee shall consist of the current CEU Coordinator and two additional ECC trainers.

Refunds

- q Students who registered and paid for CDA CEU renewal credit will be refunded the full \$20.00 amount if they are unable to complete the necessary attendance or homework assignments as described in agency policy.