

**Please return this form along with an original, two hard copies and an electronic version of your master plan to:
Rilma Nickerson, Bureau of Credentialing, NH Department of Education, rnickerson@ed.state.nh.us
101 Pleasant St., Concord, NH 03301-3860**

**PROFESSIONAL DEVELOPMENT MASTER PLAN
REVIEW FORM**

Revised June 2006

NEW PLAN

AMENDED PLAN

SAU/District: _____

Address: _____

Contact Person: _____ **e-mail:** _____

Phone: _____ **FAX:** _____

Date due: _____ **Date submitted:** _____

Superintendent's signature _____

To facilitate the review of Professional Development Master Plans:

Please fill in the page numbers where the required elements are addressed in your plan on the attached rubric form. Attach the form to your Master Plan when it is submitted for review. This rubric will be used by the Department of Education review team to approve Master Plans.

Statement of Purpose

STANDARDS

Ed 512.02

- (c) The professional development master plan shall include the following:
- (1) A statement describing the purpose of the master plan;

RATIONALE

Under this Master Plan, professional development that improves the learning of all students:

- applies knowledge about human learning and change and prepares educators to be skillful users of educational research; to study research before adopting improvement strategies; to participate in a variety of learning strategies to achieve professional development goals; to use technology to support individual learning goals; and to implement a variety of follow-up activities following each change initiative.
- involves leaders who gather and use information about individuals' concerns about professional development initiatives to design interventions and follow-up strategies.

Ed 512 Criteria for State Approval of Local Professional Development Master Plan.

Statement of Purpose

Page numbers _____

Plan Requirements	Approved	Reviewers' Comments
<p>The master plan includes a written statement describing the purpose(s) of the master plan for professional development</p>	<p>The statement clearly explains the purpose of the master plan. The statement</p> <ul style="list-style-type: none"> • Cites the beliefs and values upon which the plan is based • Emphasizes the link between high quality professional development, professional competence, and student achievement • Describes the role of the master plan in supporting the district/school improvement goals and strategies • Explains to educators why they are expected to participate in high quality professional development and • Enumerates how the plan will assist them in developing and fulfilling their individual professional development plan 	

Professional Development Committee

STANDARDS

Ed 512.02

(b) A local professional development committee, established by the local superintendent shall:

- (1) Include representation of educators, administrators, local school board members, and parents, or community lay persons, or both; and
- (2) Develop and monitor the master plan according to Ed 512.02 (c) through (e) under the direction of the local superintendent in accordance with local school board policies, state statutes and state board rules.

RATIONALE

Under this Master Plan, professional development that improves the learning of all students:

- provides educators with knowledge and skills to involve families and other stakeholders appropriately.
- prepares educators to create relationships with parents to support student learning.
- organizes adults into learning communities whose goals are aligned with those of the school and district.
- uses multiple sources of information to guide improvement and demonstrate its impact.

Professional Development Committee

Page numbers _____

Plan Requirements	Approved	Reviewers' Comments
<p>The master plan includes a description of the membership of the Professional Development Committee.</p>	<p>The membership of the Professional Development Committee includes adequate representation of Educators and Administrators.</p> <p>The Professional Development Committee has established means for reaching out to and seeking input from the following stakeholders:</p> <ul style="list-style-type: none"> • Local school board members • Parents and/or • Community lay persons 	
<p>The master plan includes a description of the roles and responsibilities of the members of the professional development committee.</p>	<p>The master plan</p> <ul style="list-style-type: none"> • Enumerates clearly the roles and responsibilities of the professional development committee members • Describes the process by which the professional development committee <ul style="list-style-type: none"> ○ developed the master plan ○ will continuously monitor the implementation of the master plan and make any necessary revisions/refinements to the plan. ○ will assess the degree to which the plan accomplishes its stated purpose. 	

Data Collection, Interpretation, and Use

STANDARDS

Ed 512.02

- (c.) The professional development master plan shall include the following:
- (2) Procedures for collecting and interpreting data and information which shall provide evidence of each educator's growth in knowledge of:
 - a. Subject or field of specialization;
 - b. Learners and learning as they relate to school and district goals in order to increase student achievement;
 - (3) A description of the data collection system, including the collection and interpretation of a variety of relevant data sources such as but not limited to:
 - a. The New Hampshire education improvement and assessment program;
 - b. Portfolios
 - c. Standardized tests, and
 - d. Other local assessment instruments:
 - (4) Procedures for using the data collection system described in (c)(3) above for:
 - a. Identifying student learning needs;
 - b. Determining individual educator goals;
 - c. Determining district or school goals;
 - d. Evaluating student learning;
 - e. Measuring the effectiveness of an individual professional development plan; and
 - f. Evaluating the effectiveness of the master professional development plan on an ongoing basis;
 - (5) Evidence that the plan is consistent with RSA 193-C:3,III;

RATIONALE

Under this Master Plan, professional development that improves the learning of all students:

- uses disaggregated student data to determine adult learning priorities, monitor progress, and help sustain continuous improvement.
- uses learning strategies appropriate to the intended goal.
- uses multiple sources of information to guide improvement and demonstrate its impact.
- uses disaggregated data; multiple sources of information to guide improvement and demonstrate its impact; and deepens educators' content knowledge and prepares them to use various types of classroom assessments appropriately.

Data Collection and Interpretation

Page numbers _____

Plan Requirements	Approved	Reviewers' Comments
<p>The master plan includes a description of <u>the procedures for systematically collecting and interpreting student data and information</u> from a variety of sources such as, but not limited to:</p> <ul style="list-style-type: none"> • The New Hampshire education improvement and assessment program; • NAEP • Portfolios, • Standardized tests; and • Other local assessment instruments 	<p>The master plan clearly describes of the procedures for systematically collecting and interpreting students data and information: The description includes:</p> <ul style="list-style-type: none"> • The data/information to be collected and interpreted • The method(s) for collecting and interpreting the data/information • The person(s) responsible for collecting and interpreting the data/information • An annual schedule for collecting and interpreting the data/information 	
<p>The master plan includes a description of the procedures for systematically collecting and interpreting data and information about student learning and achievement from <u>a variety of sources including the <i>New Hampshire education improvement and assessment program</i> and other sources such as, but not limited to:</u></p> <ul style="list-style-type: none"> • Portfolios, • Standardized tests; and • Other local assessment instruments 	<p>The data and information to be collected and interpreted include the <i>New Hampshire education improvement and assessment program</i> as well as a rich variety of other relevant sources which in combination provide appropriate, sufficient, and valid evidence for examining student learning and evaluating student achievement.</p>	

Ed 512 Criteria for State Approval of Local Professional Development Master Plan.

Data Use

Page numbers _____

Plan Requirements	Approved	Reviewers' Comments
<p>The master plan includes procedures for using the NECAP and other data collected through the system outlined above:</p> <ul style="list-style-type: none"> • To evaluate students' performance and identify student learning needs in relation to the NH Curriculum Frameworks and the NH Grade Level/Grade Span Expectations • To develop district and schools improvement goals which target the identified student learning needs • By educators to identify professional improvement goals which target the identified student learning needs and as a measure of the effectiveness of their individual professional development plans • By the Professional Development Committee to measure the effectiveness of the Professional Development Master Plan in improving student learning. 	<p>The plan clearly describes procedures for systematically using the NECAP and other data collected through the system outlined above:</p> <ul style="list-style-type: none"> • To evaluate students' performance and identify student learning needs in relation to the NH Curriculum Frameworks and the NH Grade Level/Grade Span Expectations • To develop district and schools improvement goals which target the identified student learning needs • By educators to identify professional improvement goals which target the identified student learning needs and as a measure of the effectiveness of their individual professional development plans • By the Professional Development Committee to measure the effectiveness of the Professional Development Master Plan in improving student learning. <p><u>For each area of use</u>, the description clearly identifies:</p> <ul style="list-style-type: none"> • The data/information to be used • The format and manner in which the data will be made available • The schedule for making the data/information available • The person(s) responsible for managing the data/information and making it available • The procedures and timeline for utilizing the data/information • The person(s) responsible for utilizing the data/information 	

**PROCESS AND REQUIREMENTS FOR DEVELOPING, IMPLEMENTING, AND DOCUMENTING COMPLETION OF
3-YEAR INDIVIDUAL PROFESSIONAL DEVELOPMENT PLANS**

STANDARDS

ED 512.02

(c) The professional development master plan shall include the following:

- (2) Procedures for collecting and interpreting data and information which shall provide evidence of each educator's growth in knowledge of:
- a. Subject or field of specialization; and
 - b. Learners and learning as they relate to school and district goals in order to increase student achievement;

(6) A statement describing how the master plan shall require each educator to demonstrate continuous improvement in the exercise of professional judgment and in regard to the knowledge, skills, and dispositions referenced in Ed 504.05, Ed 505.07, Ed 506.01, Ed 506.03, Ed 506.04, Ed 506.06, and Ed 506.07;

(7) A statement describing a variety of professional development activities focusing on content and pedagogy including but not limited to:

(a) Job-embedded professional development, including but not limited to:

1. Observation;
2. Independent study;
3. Study groups;
4. Action research;
5. Educational peer coaching;
6. Mentoring; and
7. Curriculum, instruction, and assessment development; and

(b) Formal professional development, including but not limited to:

1. Collegiate or graduate work;
2. Workshops and professional conferences;
3. Seminars; and
4. Institutes;

(8) A process to address the recertification needs of certified employees, including paraeducators.

(d) The professional development master plan shall comply with state certification rules and with federal, state, and local laws and regulations, including the local education improvement plan required in federal grant applications.

(e) The professional development master plan shall include the following processes for developing comprehensive 3-year individual professional development plans:

- (1) The development of a body of evidence that documents job-embedded or formal professional development addressing the school or district goal(s) and content areas;
- (2) An accumulation of a minimum of 75 continuing education units documenting job-embedded or formal professional development addressing school or district improvement goal(s) and content areas; or
- (3) A combination of less than 75 continuing education units and evidence that together document job-embedded or formal professional development addressing the school or district improvement goal(s) and content areas.

NOTE: Educators holding multiple endorsements, who wish to maintain those endorsements within the three year cycle, should provide evidence documenting job-embedded or formal professional development equivalent to 30 continuing education units addressing content for each endorsement.

Ed 512 Criteria for State Approval of Local Professional Development Master Plan.

ED 512.03

- (a) Each certified educator, including an educator with a professional certificate, shall develop, in collaboration with a supervisor or the supervisor's designee, an individual plan as follows:
- (1) An educator shall file the individual professional development plan with the school administrative unit, local school district, or participating nonpublic school for review and approval according to the criteria in (3) below;
 - (2) The individual professional development plan shall be developed for a 3-year period consistent with the educator's certification(s) and incorporate one of the 3 options referenced in Ed 512.02(e);
 - (3) The individual professional development plan shall include one or more goals for improving student learning and be developed from:
 - a. The educator's self assessment or reflection on competencies referenced in Ed 512(c)(6) and the content area standards referenced in Ed 506.01, Ed 506.03, Ed 506.06, Ed 506.07, and Ed 507;
 - b. Analysis of student work;
 - c. A review of school and district goals, or both;
 - (4) The individual professional development plan shall include components such as the following:
 - a. Activities or efforts to reinforce school or district improvement goals, or both;
 - b. Activities or efforts focused on increasing student achievement;
 - c. Knowledge of all subject and content areas taught and field(s) of specialization for which recertification is sought;
 - d. Knowledge of learners and learning;
 - e. Knowledge of effective, developmentally appropriate teaching strategies and best practices for the subject and content areas taught for which recertification is sought; and
 - f. Activities that promote continuous improvement in exercising professional responsibilities and obligations; and
 - (5) The plan shall meet the requirements of the master plan as specified in 512.02(e).
- (b) Each certified educator whose credentials expire in a given year shall accrue total continuing education credits of approved professional development activities prior to being renominated or reelected pursuant to RSA 189:14-a. Professional development completed after nomination or election shall be counted toward the next 3-year recertification cycle which shall commence on July 1 of that same calendar year.
- (c) A certified educator who is employed under a master plan and who holds a professional certificate that supports his or her current assignment shall develop an individual professional development plan that supports the educator's current assignment.

Ed 512.04 Criteria for Recertification of Educators under the Professional Development Master Plan. The following criteria shall apply for recertification of educators under the professional development plan:

- (a) The professional development master plan shall require that every educator applying for renewal of his/her credential has the approval of the local superintendent or designee for the successful completion of the educator's individual professional development plan, based upon one of the options referenced in Ed 512.02(e).
- (b) The individual professional development plan shall address the elements described in Ed 512.03(a)(4).

RATIONALE

Under this Master Plan, professional development that improves the learning of all students:

- requires skillful school and district leaders who guide continuous instructional improvement.
- applies knowledge about human learning and change.
- deepens educators' content knowledge, provides them with research-based instructional strategies to assist students in meeting rigorous academic standards, and prepares them to use various types of classroom assessments appropriately.
- prepares educators to understand and appreciate all students, create safe, orderly and supportive learning environments and hold high expectations for their academic achievement.
- uses learning strategies appropriate to the intended goal.
- provides educators with the knowledge and skills to collaborate.
- organizes adults into learning communities whose goals are aligned with those of the school and district.
- requires resources to support adult learning and collaboration.

Individual Professional Development Plans Required of All Educators

Page numbers _____

Plan Requirements	Approved	Reviewers' Comments
<p>The master plan includes a statement which indicates that the district requires all <u>certified</u> educators to develop and fulfill 3-year individual professional development plans for the purposes of continuous professional growth and recertification.</p>	<p>The master plan clearly states that the district requires all <u>certified</u> educators including</p> <ul style="list-style-type: none"> • Superintendents, Assistant Superintendents • Business Administrators • Principals, Assistant Principals • District Administrators • Special Education Administrators • Directors • Counselors • Social Workers • Teachers • Media Supervisors & Specialists • Any other professional educator and • Paraeducators <p>to develop and fulfill 3-year individual professional development plans for the purposes of continuous professional growth and recertification.</p>	
<p>The master plan includes a statement which requires all educators (as defined above) to develop and fulfill an individual professional development plan that supports their current job assignment.</p>	<p>The master plan clearly and explicitly requires all educators (as defined above) to develop and fulfill individual professional development plans that support their current job assignment.</p>	

Establishing Individual Professional Development Goals

Page numbers _____

Plan Requirements	Approved	Reviewers' Comments
<p>The master plan requires that each educator establish individual professional development goals based upon a self assessment/self reflection, an examination of data and information about student learning and achievement, and the school and/or district improvement plans.</p>	<p>The master plan expressly requires that each educator include in his/her plan, one or more goals for improving student learning and that the educator consider the following information in developing these goals:</p> <ul style="list-style-type: none"> • A self-assessment of his/her professional learning needs based upon the knowledge, skills, and dispositions referenced in Ed 504.05, Ed 505.07 (610.02), and in the specific certifications appropriate to his/her areas of endorsement which may include one or more of the following: Ed 506.01, Ed 506.03, Ed 506.04, Ed 506.06, Ed 506.07 and Ed 507:1-42; • An analysis of data and information regarding student learning and achievement including but not limited to <ul style="list-style-type: none"> ○ Data and information from the district's student data system (see Ed 512.02(c)(3-4) ○ Classroom assessments, and ○ Student work • A review of school and/or district improvement goals. 	
<p>The master plan requires that educators develop individual professional development goals that support the goals of the district and/or school improvement plan.</p>	<p>The master plan expressly requires educators to develop their individual professional development goals to support the goals of the district and/or school improvement plan.</p>	

Establishing Individual Professional Development Goals

Page numbers _____

Plan Requirements	Approved	Reviewers' Comments
<p>The master plan includes a statement which requires educators to develop individual professional development goals that increase their</p> <ul style="list-style-type: none"> • Knowledge of all subject and content areas taught and field(s) of specialization for each recertification sought; • Knowledge of learners and learning; • Knowledge of effective, developmentally-appropriate teaching strategies and best practices for the subject and content areas taught and for which recertification is sought. 	<p>The master plan clearly and explicitly requires educators to develop individual professional development goals that increase their</p> <ul style="list-style-type: none"> • Knowledge of all subject and content areas taught and field(s) of specialization for each recertification sought; and • Knowledge of learners and learning; • Knowledge of effective, developmentally-appropriate teaching strategies and best practices for the subject and content areas taught and for which recertification is sought. 	

Professional Development Activities

Page numbers _____

Plan Requirements	Approved	Reviewers' Comments
<p>The plan includes a description of a variety of high quality job-<u>embedded and formal</u> professional development activities focusing on content and pedagogy which the educators may undertake to achieve their professional development goals.</p>	<p>The master plan clearly defines the term "job-embedded" and describes the value of these activities as high quality professional learning opportunities.</p> <p>The master plan identifies and defines with examples a variety of high quality job-embedded professional development activities that are acceptable for credit including but not limited to:</p> <ul style="list-style-type: none"> • Observations; • Independent study; • Study groups; • Action research; • Educational peer coaching; • Mentoring; and • Curriculum, instruction, and assessment development <p>The master plan identifies and defines with examples a variety of high quality formal professional development activities that are acceptable for credit including but not limited to:</p> <ul style="list-style-type: none"> • Collegiate or graduate course work • Workshops and professional conferences • Seminars • Institutes 	

Professional Development Activities

Page numbers _____

Plan Requirements	Approved	Reviewers' Comments
<p>The master plan includes a statement that requires educators' to include in their individual professional development plans professional development activities and efforts that will</p> <ul style="list-style-type: none"> • Reinforce school and/or district improvement goals, • Increase student achievement; • Increase their knowledge of all subject and content areas taught and field(s) of specialization for each recertification sought; and • Increase their knowledge of learners and learning; and • Increase their knowledge of effective, developmentally-appropriate teaching strategies and best practices for the subject and content areas taught and for which recertification is sought 	<p>The master plan clearly and explicitly requires educators to include in their individual professional development plans professional development activities and efforts that will</p> <ul style="list-style-type: none"> • Reinforce school and/or district improvement goals, • Increase student achievement; • Increase their knowledge of all subject and content areas taught and field(s) of specialization for each recertification sought; and • Increase their knowledge of learners and learning; and • Increase their knowledge of effective, developmentally-appropriate teaching strategies and best practices for the subject and content areas taught and for which recertification is sought • Activities that promote continuous improvement in exercising professional responsibilities and obligations. 	

Documentation of Professional Learning

Page numbers _____

Plan Requirements	Approved	Reviewers' Comments
<p>The master plan includes a statement which requires educators to select and prescribe in their individual professional development plans one of the following options for documenting professional learning gained through the completion of job-embedded and/or formal professional development activities and the contribution of that learning to the fulfillment of their individual professional development goals:</p> <ul style="list-style-type: none"> • The development of a body of evidence that documents job-embedded and/or formal professional development activities addressing the school and/or district goal(s) and content areas; • An accumulation of a minimum of 75 continuing education units that documents job-embedded and/or formal professional development activities addressing the school and/or district goal(s) and content areas; or • A combination of less than 75 continuing education units and evidence that together document job-embedded and/or formal professional development activities 	<p>The master plan clearly and specifically requires educators to select and prescribe in their individual education plans one of the following options for documenting professional learning gained through the completion of job-embedded and/or formal professional development activities and the contribution of that learning to the fulfillment of their individual professional development goals:</p> <ul style="list-style-type: none"> • The development of a body of evidence that documents job-embedded and/or formal professional development activities addressing the school and/or district goal(s) and content areas; • An accumulation of a minimum of 75 continuing education units that documents job-embedded and/or formal professional development activities addressing the school and/or district goal(s) and content areas; or • A combination of less than 75 continuing education units and evidence that together document job-embedded and/or formal professional development activities addressing the school and/or district goal(s) and content areas; 	

Ed 512 Criteria for State Approval of Local Professional Development Master Plan.

addressing the school and/or district goal(s) and content areas;		
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Documentation of Professional Learning (continued)

Page numbers _____

Plan Requirements	Approved	Reviewers' Comments
<p>The master plan includes a statement requiring educators to utilize one of the methods outlined above to provide evidence of their growth in knowledge of</p> <ul style="list-style-type: none"> • Subject or field of specialization • Learners and learning as they relate to school and district goals in order to increase student achievement 	<p>The master plan clearly and specifically requires all educators to utilize one of the methods outlined above to provide evidence of their growth in knowledge of</p> <ul style="list-style-type: none"> • Subject or field of specialization; and • Learners and learning as they relate to school and district goals in order to increase student achievement 	
<p>For each of the documentation options described above, the master plan includes a process, protocols, and clear guidance for educators for</p> <ul style="list-style-type: none"> • documenting professional learning gained through the completion of job-embedded and/or formal professional development activities; • reflecting on the experience and the resulting professional learning; and • describing the contribution of that learning to the fulfillment of their individual professional development goals. 	<p>For each of the following documentation methods described above, the master plan clearly and specifically describes a process, includes necessary forms and protocols, and provides clear guidance for educators for</p> <ul style="list-style-type: none"> • documenting professional learning gained through the completion of job-embedded and/or formal professional development activities; • reflecting on the experience and the resulting professional learning; and • describing the contribution of that learning to the fulfillment of their individual professional development goals. 	

Approval of Individual Professional Development Plans Prior to Implementation Page numbers _____

Plan Requirements	Approved	Reviewers' Comments
<p>The master plan includes a description of a formal process for approving individual professional development plans prior to their implementation. The description specifies:</p> <ul style="list-style-type: none"> • The process and timeline for submitting the plan for approval; • The individual(s) whose approval must be secured; • The criteria to be used in approving the plan; • That the approval should be documented in writing; • An appeals process for remedying disagreements between the individual submitting the plan and the individual(s) with approval authority. 	<p>The master plan clearly and specifically describes the formal process for approving individual professional development plans prior to implementation. The description specifies:</p> <ul style="list-style-type: none"> • The process and timeline for submitting the plan for approval; • The individual(s) whose approval must be secured; • The criteria to be used in approving the plan; • That the approval should be documented in writing; • An appeals process for remedying disagreements between the individual submitting the plan and the individual(s) with approval authority. 	

Review Plan Evidence and Approval of Plan Completion

Page numbers _____

Plan Requirements	Approved	Reviewers' Comments
<p>The professional development master plan includes a statement requiring every educator applying for renewal of his/her credential to have the approval of the local superintendent or designee for the successful completion of the educator's individual professional development plan based upon one of the options for documenting plan completion.</p>	<p>The professional development master plan clearly and specifically requires every educator applying for renewal of his/her credential to have the approval of the local superintendent or designee for the successful completion of the educator's individual professional development plan based upon one of the options for documenting plan completion.</p>	
<p>The master plan includes a description of a formal process for verifying the educator's successful completion of his/her individual professional development plan and approving the educator's application for recertification. The description specifies:</p> <ul style="list-style-type: none"> • The process and timeline for submitting the evidence of plan completion for review and approval; • The individual(s) responsible for verifying and approving the evidence; • The criteria to be used in approving the evidence; • That the approval should be documented in writing; • An appeals process for remedying disagreements 	<p>The master plan clearly and specifically describes the formal process for verifying the educator's successful completion of his/her individual professional development plan and approving the individual's application for recertification. The description specifies:</p> <ul style="list-style-type: none"> • The process and timeline for submitting the evidence of plan completion for review and approval; • The individual(s) responsible for verifying and approving the evidence; • The criteria to be used in approving the evidence; • That the approval should be documented in writing; • An appeals process for remedying disagreements between the individual submitting the evidence and the individual(s) with approval authority. 	

Ed 512 Criteria for State Approval of Local Professional Development Master Plan.

<p>between the individual submitting the evidence and the individual(s) with approval authority.</p>		
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Page numbers _____

Certified Paraeducators

STANDARDS

Ed 512.06 Certified Paraeducators

(a) For those certified paraeducators who are employed by an agency listed in Ed 512.01, a minimum of 50 continuing education units shall be required in areas determined by the professional development master plan required by this part;

RATIONALE

Under this Master Plan, professional development that improves the learning of all students:

- deepens educators' content knowledge, provides them with research-based instructional strategies to assist students in meeting rigorous academic standards, and prepares them to use various types of classroom assessments appropriately.
- prepares educators to understand and appreciate all students, create safe, orderly and supportive learning environments and hold high expectations for their academic achievement.
- uses learning strategies appropriate to the intended goal.
- provides educators with the knowledge and skills to collaborate.
- organizes adults into learning communities whose goals are aligned with those of the school and district.
- requires resources to support adult learning and collaboration.

Paraeducators

Plan Requirements	Approved	Reviewers' Comments
The master plan includes a	The master plan clearly and specifically	

Ed 512 Criteria for State Approval of Local Professional Development Master Plan.

statement which requires certified paraeducators seeking recertification to complete within the 3-year cycle, a minimum of 50 continuing education units and specifies the areas in which the CEU's must be obtained.	requires certified paraeducators seeking recertification to complete within the 3-year cycle, a minimum of 50 continuing education units and clearly specifies the areas in which the CEU's must be obtained.	
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