

Converting Contact Hours to CEUS

Under the provisions of Senate Bill 230, it is now 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. 1 (one) contact hour may be converted to .1 CEUs with the approval of the LPDC. We want to make this conversion at least annually so that neither your paper process nor the L.P.D.C.'s paper process will be too monumental. Contact hours older than 13 months from the completion of the activity will not be converted to CEUs.

We will review your **submitted contact hours** at our regularly scheduled meetings.

1. You will need to submit the **original attendance verification documents** from the contact hour provider. These original documents will be returned to you and should be maintained in your professional records. These should be uploaded to the kiosk.

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 presenter or a Representative of the presenting agency sign it.

Certificate of Attendance available on the LCESC home page under the LPDC menu or:

http://www.lcesc.org/LPDC/Professional_Development_Certificate_of_Attendance.pdf

2. Following our review and conversion process, you will receive notice from the kiosk that your activity has been approved.