



PAUMCS

PROFESSIONAL ADMINISTRATORS
OF THE UNITED METHODIST
CONNECTIONAL STRUCTURE

Certification Renewal

Maintaining your Certification as a Professional United Methodist Administrator is required every two years. Requirements are fulfilled by completing steps 1 and 2 plus at least one (1) of the choices in step 3.

Step 1: Maintain national membership in the Professional Administrators of The United Methodist Connectional Structure (PAUMCS) with dues current and paid in full for the calendar year.

Step 2: Attend the full session of a PAUMCS National Annual Conference at least once every four (4) years and earn one Continuing Education Unit*.

AND

Step 3:

- a) Earn one (1) CEU in the two-year period by attending the full session of a National Annual Conference of PAUMCS or...
- b) Earn one (1) CEU in the two-year period by attending the full session of an approved Annual Meeting of any local PAUMCS Chapter in good standing or...
- c) Earn one (1) CEU by attending a class or classes that are related to the profession of the administrator through an online course or at a community college.

Requests for approval of a chapter workshop or individual class should be submitted to the Professional Training and Standards Committee at least 30 days prior to the event. Failure to comply with the 30 day approval guidelines may result in CEU not being granted.

***Definition for Continuing Education Unit (CEU):** One CEU is defined as ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. Business meetings, worship services, breaks, meals, snacks and fellowship/gathering times are not to be considered. Contact hours of less than 10 but not less than 5 will be granted .5 CEU (Example: an 8-hour workshop/seminar would be equal to .5 CEU.)

You must meet the above requirements to maintain your certification as a Certified United Methodist Church Administrator.