



# PAUMCS

PROFESSIONAL ADMINISTRATORS  
OF THE UNITED METHODIST  
CONNECTIONAL STRUCTURE

## Continuing Education (CEU)

Do you want to earn Continuing Education Unit (CEU) credit for a workshop, retreat or event your chapter is planning? Are you, as an individual PAUMCS member, planning to attend a seminar or class for professional growth and development? Follow the guidelines below to receive CEU credit.

Submit your request for CEU approval to the Professional Training and Standards (PTS) Chairperson, at least 30 days prior to the workshop, retreat, event, seminar, or class. This allows the PTS Committee time to review the information and for the chairperson to be in contact with you should there be any questions or concerns regarding the information submitted.

- Include detailed information about the event: topic(s), dates, times and location, the actual time you will be in sessions (contact hours), an outline or schedule, speaker(s) credentials and/or qualifications. The event brochure generally contains this information, therefore sending a copy of the brochure is preferred. Submit event information by email. This will help to expedite the process.
- The PTS chairperson will notify you after your request has been reviewed and approved by the PTS committee.
- Send a copy of the CEU completion certificate for each certified secretary to the as soon as possible following the event to the PTS Chair.

Questions about the process may be addressed to PTS Chair.

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