

## OKLAHOMA FAMILY RESOURCE COALITION

### *Alternatives to Workshops or Conferences To Earn Continuing Education Units (CEU'S)*

The purpose of requiring Continuing Education Units (CEU's) in any profession is to have a professional stay current in their field, gain new knowledge, expand the depth of their knowledge or move in a new direction in their professional position, which requires new or additional knowledge.

#### If you can't attend a conference or workshop to earn CEU's – what then?

There are alternatives as listed below. What it is important to remember is that you need **prior approval** before expecting to use one of the following for CEU's. Contact the Certification Chair, Kay Murphy, at 405.372.9562 or email her at [pmurphy\\_osu@brightok.net](mailto:pmurphy_osu@brightok.net) and describe what you want to do for your alternative.

1. Book or Journal Article Review or Book Report
2. Conduct an Internet search for information on a topic new to you or with more depth than your current knowledge base.
3. Compile an Annotated Bibliography on a specific topic.
4. Research a topic and prepare a **new** presentation for a professional conference or training or workshop.
5. Develop a **new** college or university course.
6. Locate a website that offers a course or training or additional information on a topic relevant to the purposes of OFRC and your job, and earn CEU's On-line.

Details for each of the options are presented on the following pages. An estimate of CEU's to earn is included but there is so much variability of the various options, and how a person might develop the written materials, additional CEU's might be negotiated before beginning or be awarded after the final reports are submitted.

All written reports are sent to Kay Murphy, electronically at the email address above or through snail mail to 416 Sycamore Valley Dr., Stillwater, OK 74074. Call 405.372.9562 with questions.

## **Book or Journal Article Review or Book Report**

Read an appropriate book or article that has been pre-approved. A 300 page book would earn 6 CEU's – approximately 1 CEU for 50 pages.

Write a report about the book OR write a book or article review appropriate for practitioners or parent educators that might appear in the OFRC Newsletter. At least 1 CEU for the written report or review. **The complete bibliographic reference is needed for either a book review or report. This includes: title of book, author (s), copyright date, place, publisher, etc.** Send all written material to the Certification Committee Chair.

**Book Review** would include:

- a. Brief summary of the book – emphasis on brief; an overview
- b. Target audience for the book
- c. Information about the author(s) and his/her credibility
- d. Readability – Would this book be particularly helpful to CD Specialists, given the current issues parents have today?
- e. What parts of the book would be particularly helpful to CD Specialists?
- f. Value of the information presented; why is it important? Or is it?
- g. Summary of anything else you think is pertinent.

The complete bibliographic reference is needed; this includes: title of book, author(s), copyright date, place, publisher, etc.

**Book Report** would include:

- a. Summary of the book in more depth than above. Since there are probably chapters, the chapter titles can be listed and then highlight what you consider the most relevant chapters.
- b. Discuss the author's background and credentials for writing on this topic.
- c. Describe the value of the information presented and whether it is repetitive of other information or new information.
- d. In your opinion, did you enjoy reading the book? Describe what you gained from reading the book.

The complete bibliographic reference is needed; this includes: title of book, author(s), copyright date, place, publisher, etc.

**Journal Article Review** would include:

- a. Critique of the journal or website and the quality of the journal or site.
- b. Why is this article important to a professional? Discuss briefly.
- c. Summary of the information in the article
- d. What is the credibility of the author? Why should we believe the author?

The complete bibliographic reference is needed; this includes: title of article, title of journal, author(s), date, and Internet site if applicable.

## **Internet Search on a New Topic**

Select a topic, narrowed as specifically as possible, and do an Internet search for relevant and valid information.

For each of the sources listed on the search determine if it is targeted for professionals or a lay audience.

Evaluate each of the sites for the currency of the information – when was it posted and updated; how accurate or valid is the information?

What is the quality of the source – professional organization or agency, someone's personal experience, a blog or whatever?

Provide a descriptive summary about what you found most important in your search.

## **Annotated Bibliography**

Compile a list of references for books, magazines, journals or you might do an annotation of children's books on some topic.

Provide the complete reference for each source.

Book: title, author(s), copyright date, place, publisher, number of pages.

Magazine or Journal: Author(s), Title of article, Title of Magazine or Journal, Date (month, year), page numbers OR Internet site to find the article.

For each reference provide a 4 or 5 sentence to describe what the article or book is about and how relevant or valid is the source.

## **Development of a New College Course**

Assume the course meets for 16 weeks times 3 times a week; 48 contact hours in total, however the course is configured in number of weeks or hours taught. This would earn 3 semester credit hours.

8 CEU's would equate with solid work hours (estimated – no time log needed). This is the same as 1 CEU for each solid 6 hours of work developing the course. Development includes text selection, course outline, lectures, assignments, video enhancements, Internet work, etc.

Send a synopsis of the information listed next **BEFORE** getting CEU credit approval.

Describe the target audience for this course. Where does it fit in the curriculum sequence? Required? Elective? Fr. So. Jr. Sr. Grad. level?

After approval, develop a file including a syllabus and copies of material developed should your CEU record be audited by the OFRC office.

CEU's are **only** credited for the development of the course, not for each time it is taught. Most courses get modified and changed after the semester, that is understandable and expected, not a way to earn CEU's.

## **Prepare a New Professional Presentation**

This CEU option needs to be a presentation on a completely new topic to you and would target a professional audience. Even though you might present on this topic more than one time, you can only earn CEU's for the first presentation.

Describe the targeted audience. Detail the media or electronic equipment you might need in the room.

Provide a list of the sources/references (give the complete bibliographic reference) you used to prepare for your presentation.

Provide a written outline of your presentation or the PowerPoint presentation. If you usually use detailed notes those can be sent along also.

Provide any hand-outs you might use with your audience.

If you have an opportunity to present the information, summarize the questions and comments from you audience.

## **On-Line Course or Training to Earn CEU's.**

This is the most variable option because the course or trainings would be so different from each other. Pre-approval is need. Complete the requirements for the On-Line course (or training) and provide a copy of the certificate of completion to the Certification Chair. If you earned college credit for the course you will have a transcript. A copy of the transcript would need to be provided to the Certification Chair.