



## **Procedures: Continuing Education Units (CEUs) for Credentialed Leaders**

***These procedures correspond with the CEU policy for Credentialed Leaders and outline the process for implementing the policy.***

### **1.0 Responsibilities**

- 1.1 **Credentialed Unity Leaders** are responsible for tracking their CEUs and reporting them to UWM through their Annual Reports.
- 1.2 UWM's **Virtual Experience Team** will provide a variety of E-Learning opportunities to support the growth and skill development of our Unity leaders – including ethics/boundaries and inclusivity training.

### **2.0 CEU Standards**

- 2.1 One (1) hour of class time is equivalent to one (1) credit hour.
- 2.2 Credit hours do not carry over from year to year.
- 2.3 Unity ministers
  - 2.3.1 Unity ministers are required to obtain seven (7) hours of continuous education each year. At least one hour must be in the area of inclusivity/diversity, and at least one hour must be in the area of ethics/boundaries.
  - 2.3.2 Newly licensed or ordained ministers will receive credit for five (5) CEUs, one (1) hour of ethics/boundaries training, and one (1) hour of inclusivity training.
  - 2.3.3 Ministers must have CEUs up to date to teach Unity courses for credit or to seek employment in a UWM member ministry.
- 2.4 Licensed Unity Teachers (LUTs)
  - 2.4.1 LUTs are required to obtain five (5) hours of continuous education each year. At least one hour must be in the area of inclusivity/diversity, and at least one hour must be in the area of ethics/boundaries.
  - 2.4.2 Newly licensed Unity teachers will receive credit for three (3) CEUs, one (1) hour of ethics/boundaries training, and one (1) hour of inclusivity training.
  - 2.4.3 LUTs must keep their CEUs up to date to retain active status as a LUT and teach Unity courses for credit.
- 2.5 Individuals serving under special dispensation in a UWM member ministry
  - 2.5.1 Special Dispensation participants are required to obtain five (5) hours of continuous education each year. At least one hour must be in the area of inclusivity/diversity, and at least one hour must be in the area of ethics/boundaries.
  - 2.5.2 Special Dispensation prerequisite requirements and required coursework will count for the three (3) general continuation education credits.