



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 Credentialed Leader Report (CLR).
- 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, Inclusivity/Diversity, and Ministry Administration & Management 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 each of these areas: -Ethics/Boundaries, Inclusivity/Diversity, and Ministry Administration & Management.
 - 2.3.2 Newly licensed or ordained ministers will receive credit for the annual CEU requirements in the calendar year of ordination only. Ministerial prerequisite requirements and required coursework will count for the ordination year continuation education credits.
 - 2.3.3 Ministers must have CEUs up to date to retain active status as a minister, teach-Unity courses for credit or seek employment in a UWM member ministry. Ministers must have CEUs up to date in order to vote at the annual business meeting by 2026.
- 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 each of these areas: Ethics/Boundaries, Inclusivity/Diversity, and Ministry Administration & Management.
 - 2.4.2 Newly licensed Unity teachers will receive credit for the annual CEU requirements in the calendar year of licensing only. LUT prerequisite requirements and required coursework will count for the licensing year continuation education credits.
 - 2.4.3 LUTs must keep their CEUs up to date to retain active status as a LUT and teach Unity courses for credit. LUTs must have CEUs up to date in order to vote at the annual business meeting by 2026.
- 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 each of these areas: Ethics/Boundaries, Inclusivity/Diversity, and Ministry Administration & Management.
 - 2.5.2 Special Dispensation prerequisite requirements and required coursework will count for the two (2) general continuation education credits.