

EPISCOPAL DIOCESE OF CALIFORNIA
Continuing Education of Clergy and Lay Professionals

Continuing education, including anti-racism and safe-church training, is an important aspect of our commitment as clergy of the church. In 2003, our diocesan convention set standards for continuing education that include an annual reporting requirement. Below you will find explanatory materials for reporting your continuing education for the previous year.

All active clergy (deacons and priests) whether parochial or non-parochial, must report annually about their continuing education, anti-racism, safe church and other required training. They are required to complete and return these forms by April 30 of the year following such education and training.

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The following standards for continuing education are in response to Resolution #2 of the 154th Convention of the Diocese of California and were adapted from a report by an ad hoc committee on Continuing Education in 2004.

An annual minimum of 40 hours or 4 Continuing Education Units (CEU's) are required of all full-time stipendiary clergy and lay professionals working for the Diocese of California, its congregations and institutions. Those serving under hourly (part-time) letters of agreement are required to complete CEU's in proportion to their percentage of full-time employment (e.g., a half-time employee would need to complete 2 CEU's per year, etc.). This provision includes deacons and others working on a non-stipendiary basis for an agreed number of hours per week. Please note that 4 CEU's are a *minimum*.

One CEU consists of 10 contact hours, and these are measured by actual class or workshop time. Many programs state the number of CEU's offered for attendance, and these may be taken at face value, including CEU's offered for on-line courses.

In the case of independent study, consult with your vestry, bishop's committee or supervisor to get their judgment on whether your proposed plan is appropriate professional continuing education.

Frequently Asked Questions

What is a CEU?

CEU's, or Continuing Education Units, are the broadly accepted format for quantifying ongoing professional education. Nurses, social workers, attorneys, architects, etc., all have requirements for continuing education stated in CEU's or a similar unit specific to their profession. Each CEU translates to 10 hours of "contact time;" that is, time present in a class or workshop. It does not include outside preparation time or travel time.

How do I figure out how many units I get for a program which does not advertise that information?

Count up the actual duration of the sessions in the program and divide the number of hours by 10. In addition, most program providers will provide a certification of CEU's upon request.

Don't most of us already have provisions for continuing education in our Letters of Agreement? Why do we need this?

Most Letters of Agreement stipulate an amount of paid leave time a person has to pursue continuing education and perhaps an amount of money budgeted to underwrite such education. However, they do not generally include a number of CEU's or a reporting procedure. Since the standard continuing education time allowance is two weeks, there should be time to attain 4-6 CEU's.

What if I can't get away for two weeks and I can't afford the expense of many programs?

You do not have to get all of your units in a single program, though you may do so. And you do not have to travel out of the area to get them. There are many offerings in the Bay Area which fall outside of a "regular" workweek and have very low fees, including many options offered by the Diocese. The Center for Anglican Learning and Leadership at CDSP (CALL) also offers a variety of programs. Individual congregations may be able to help with expenses, and there may be limited scholarship available from the Diocese, generally on a matching basis.

Can I get my CEU's anywhere, or do I have to go to certain "authorized" providers?

There is no "provider list" as such and people are free to get their units any number of places or to study independently. Please keep in mind that this is continuing *professional* education and that program content should have some bearing on the enhancement of your ministry or your individual professional development. Please see the following list of options as a guide

Continuing Education Provider Options

- Accredited seminaries or School for Deacons
- Alban Institute
- Education for Ministry
- GTU Summer Session
- Diocese of California (*Equipping the Beloved Community*, conferences, workshops)
- Directed Retreat Programs (e.g., Benedictine Experience)
- Courses in preaching

- Courses relevant to Area Ministry practice
- Fresh Start

What if I want to do independent study?

To obtain CEU's for independent study, you should consult with your vestry, bishop's committee or supervisor to establish that your proposal is appropriate professional continuing education.

It is suggested that independent study be under some form of direction, either by a mentor or a peer colleague group. An end-product such as a paper or report or course outline/syllabus may be appropriate. If CEU's are desired for personal retreat time, a proposal needs to be approved as for other forms of independent study.