

Continuing Education Requirements (CEUs)

The NCED Code of Ethics describes an Educational Diagnostician as a “professional holding an advanced degree with qualifications necessary to select, administer, interpret, and report results of educational assessment procedures for purposes of individual eligibility, program and intervention planning, and progress monitoring” (p. 1). Continuing education, growth, and development for CED certificate holders should rightfully center on and revolve around this profession role and qualify of practice.

Guidelines

NCED holders must earn and document 15 continuing education units (CEU) or 150 clock hours of professional development activities (1 CEU=10 clock hours) over a five-year period.

CEU credits/hours will be submitted electronically at the NCED Web site, <http://www.ncedb.org>.

All required CEU credits/hours must be submitted no later than January 30 after the five-year period concludes.

All CEU submissions are subject to a random audit by the NCED Board of Directors. Renewal documentation should be maintained electronically on a CD/DVD or other electronic format that can be submitted to the board in case of an audit.

- Upon completion of the random audit, the NCED Board of Directors shall notify NCED Holders who have accumulated the required CEU credits/hours of the satisfactory completion of this requirement.
- Following the audit any certificate holder who has not completed the online form for CEU requirements shall be notified to submit the form within 60 days to respond and comply with the CEU requirements.
- Failure to comply with the request to provide required hours will result in the temporary removal of the NCED holders name from the National Registry until such time the CEU requirements are met. The NCED Holder should notify the Professional Growth Chair of the completion of the CEUs. The failure to meet the CEU requirement in a timely manner places the NCED Holder on a yearly audit basis.
- Failure to respond within 60 days to the NCED Board’s request to submit the CEU requirements will result in automatic revocation of the certificate and removal of the individual’s name from the National Registry (By-Laws 14 B)
- Individuals who have an extraordinary reason for not completing the hours in the required timeframe should notify the NCEDB Chair and Professional Growth Chair in writing with the reason for a request for an extension before January 30th of the year the CEU hours are due. The NCED Board will review the request and notify the NCED Holder of the decision.

Professional development activities are limited to only those that directly relate to the practice of educational assessment, as described in the NCED Code of Ethics cited above.

The CEU program embodies six (6) areas of activities to encourage breadth of professional growth and development, including professional meetings; collaborative study; independent study, teaching, research, development; graduate coursework; and professional consults.

The 15 CEU (150 clock hours) must reflect a minimum of three (3) areas of professional development activities. All CEU activities must focus on educational assessment procedures for the purposes of individual eligibility, program and intervention planning, and progress monitoring.

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| <p>AREA 1: Professional Meetings</p> <ul style="list-style-type: none"> • Conferences • Workshops and seminars • Online webinars and training modules • Attending or Providing Professional development sessions | <p>Example(s) of Documentation</p> <ul style="list-style-type: none"> • Certificate of attendance • Conference handouts/program • Conference registration receipt • CEU transcripts |
| <p>AREA 2: Collaborative Study</p> <ul style="list-style-type: none"> • Study groups • Case discussion groups • Journal clubs • Book discussion groups | <p>Example(s) of Documentation</p> <ul style="list-style-type: none"> • Summary (1 paragraph) of material studied, including discussion topics and names and contact information of attendees |
| <p>AREA 3: Independent Study</p> <ul style="list-style-type: none"> • Videos, DVDs • Audiotapes, CDs • Books, monographs, journals | <p>Example(s) of Documentation</p> <ul style="list-style-type: none"> • Record of running time of video/audio-presentation or study time, photocopy of title page of material studied, and a 5 – 7 sentence summary |
| <p>AREA 4: Teaching, Research, Development</p> <ul style="list-style-type: none"> • Presentations and professional meetings • Academic courses (Max. course clock hours; no duplication) • Web sites (Max. 25 hours; 5 hrs./page) • Manuscripts, articles (Max. 30 hrs.) • Books, grants • Assessment/intervention products | <p>Example(s) of Documentation</p> <ul style="list-style-type: none"> • Presentation handout • Course outline/syllabus • Copies of Web site content • Copies of manuscripts/proposals • Copies of published works, letter of acceptance • Copyright/patent letter of product |
| <p>AREA 5: Graduate Coursework</p> <ul style="list-style-type: none"> • Graduate-level courses (Max. course clock hours) | <p>Example(s) of Documentation</p> <ul style="list-style-type: none"> • Transcripts of coursework |
| <p>AREA 6: Professional Consults</p> <ul style="list-style-type: none"> • Mentoring (Max. 45 hours) • Program evaluations/review (Max. 45 hrs.) • Program development (Max. 45 hrs.) • Recognition of leadership roles <ul style="list-style-type: none"> ▪ To enhance and promote high standards of practice for Educational Diagnosticians ▪ NCED Holders can earn PD hours for time spent on Executive Boards of State Associations (TEDA, LEDA, NJALC) or on Executive Boards of National Associations (NCED, CEC, CEDS)(Max. 45 hours) | <p>Example(s) of Documentation</p> <ul style="list-style-type: none"> • Verification of mentoring placement and dates/hours • Copy of evaluation/review report • Copy of development report • Documentation of service to board from copy of newsletter, letterhead, or other form of published verification |

NOTE: CEU hours must directly relate to the practice of educational assessment, as described in the NCED Code of Ethics.