

CEUs and Missed Webinars: Hybrid PLCs

Number of CEUs Granted:

Pre Tasks:	2 CEUs
Face-2-Face:	3 CEUs
Outside Tasks 1-2:	2 CEUs
Outside Collaboration:	1 CEU
Webinar for Meeting TWO:	2 CEUs
Outside Tasks 3-5:	2 CEUs
Outside Collaboration:	1 CEU
Webinar for Meeting THREE:	<u>2 CEUs</u>
	15 CEUs total

Requesting CEUs for Participants

1. Visit <http://atlasabe.org/resources/aces/aces-plcs>
2. Fill out the “ACES PLC Participant List Template” (excel spreadsheet) with participants’ information and save.
3. Fill out the “ACES PLC Report” (survey) and upload your “ACES PLC Participant List” when directed to do so.

Options for Participants missing a PLC webinar: *(Facilitator Choice)*

1. **No CEUs for Missed Webinar Option:** Participants who miss the webinar will not make-up the webinar and will not receive the 2 CEUs for that portion of the PLC.
 - a. They may, however, still complete the corresponding outside tasks and collaboration (with PLC Partner or Google Presentation) to receive the 3 CEUs for Outside Tasks.
 - b. If they do not complete the corresponding Outside Tasks and/or do not complete the collaboration expectation as evidence of this, then they will not receive the 3 CEUs for Outside Tasks in addition to the 2 CEUs they missed for the webinar. (Total 5 CEUs missed)
2. **Archived Webinar Option:** Participants who miss the webinar may view the archived webinar to receive their 2 CEUs and “make-up” for the webinar. The facilitator will need to follow these steps:
 - a. Record the webinar (with Patsy or Marisa’s help)
 - b. Archive it (with Patsy or Marisa’s help)
 - c. Email participants the link for them to access
 - d. Ensure they follow up with the facilitator after viewing the webinar.
 - e. Ensure that they complete the corresponding Outside Tasks and collaboration.