

## General Sources of ACSI CEU Credit: Types of Providers and How to Report

### 1. Paper Certificates/Transcripts Needed/Accepted

- a. **A regionally accredited college/university** – ACSI will accept transcripts or certificates awarded for completed coursework, conferences, seminars, or webinars at an accredited college/university. CEUs cannot be uploaded into the participant's Virtual Professional Portfolio (VPP). (Please note: if the teacher/administrator certificate requires the completion of semester hours in education, this must be completed for college credit and must be reported on an official transcript from the college/university.)
- b. **A state approved program** – If the completed course is accepted by the state to be used toward state certification, ACSI considers this course to be a state approved program. ACSI will accept the certificate awarded by the state approved program. This is true whether the teacher/administrator is certified in that state or not. CEUs cannot be uploaded into the participant's VPP.
- c. **An ACSI-approved Organization/Individual CEU Provider** – ACSI will accept paper certificates from approved Organization and Individual CEU Providers if the paper certificate is granted directly by that Organization or Individual Provider. An example of approved Organization is *BJU Press* or *Our Daily Bread University* (ODBU). Approved Provider Organizations/Individuals are not required to upload earned CEUs for their approved courses. Therefore, ACSI will accept the paper CEU certificate that is granted by them. You cannot upload these CEUs into the participant's VPP.

### 2. CEUs must be Uploaded into the Individual's VPP

- a. **ConNEXUS Premium (CNP)** – ACSI's online learning platform – CNP will automatically upload earned CEUs into the individual's VPP upon completion of viewing and course evaluation.
- b. **All ACSI Provider Schools must upload earned CEUs for their approved courses into the individual's VPP.** As of January 1, 2018, ACSI does not accept paper CEU certificates from Provider schools.  
**Example #1:** A teacher completes a Provider school's approved in-service/course. The Provider school must upload the earned CEUs into the individual's VPP.  
**Example #2:** A teacher would like to take a course from an outside source that is not an approved Provider. The Provider school must submit that course for approval. Upon completion of the course, the Provider school must upload the earned CEUs into the individual's VPP.