



THE CHURCH NETWORK™

Don't Go It Alone.

Professional Training and Standards

The Church Network CHAPTER CONTINUING EDUCATION PROGRAM

The purpose of The Church Network Chapter Continuing Education Program is to set the standards whereby participants of workshops and seminars sponsored by a local The Church Network Chapter can receive CEUs.

This packet contains the guidelines and documents that outline the program and is required for each Chapter CEU request.

This packet contains the following:

1. The *Guidelines*. These guidelines must be followed for CEUs to be awarded.
2. The *Registration/Sign In* form is to be duplicated and used on the day of the event. Originals must be returned to The Church Network with the Follow-up Report.
3. The *Follow Up Report* must be completed and returned to The Church Network with all requested documents before credits can be issued.

This program is an effort to recognize the quality events that local chapters provide for their membership and for the religious community.

If there are any questions, please email chapters@thechurchnetwork.com.

GUIDELINES

The guidelines **must be followed exactly** to ensure the quality and consistency of the program, and are as follows:

1. At least one CCA who is a member of both the local chapter and The Church Network must agree to act as registrar for the program. The CCA who has agreed to be a registrar must be present.
2. To qualify for CEUs, the topic of the workshop or seminar will be one of the 9 Areas of Study covered in the certification program of The Church Network, and the presenter(s) of the workshop or seminar will be acknowledged or experienced experts on the topic. The chapter must provide the form, any handouts/slide decks/meeting advertisements, and a sign in sheet to receive CEUs.
3. 0.1 CEU will be granted for each contact hour. One contact hour is defined as a minimum of 50 minutes of lecture, presentation, or discussion. Additional CEUs will be granted based on a 60-minute hour. There will not be partial credit for less than 50 minutes of contact time.
4. The required documents (forms, sign in sheets, handouts, etc.) must be submitted to chapters@thechurchnetwork.com no later than 30 days after the seminar to receive credit.
5. Materials will be reviewed, and, if approved, will be awarded CEU credit. If materials do not indicate that the meeting qualifies for CEU, (time, content, no CCA present, etc.) no CEU will be awarded.



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Chapter CEU Follow-Up Report

Date _____ Chapter _____

Address _____

City/State/Zip _____

Meeting Topic _____

Area of Study(s) _____

- Personnel/Human Resource Management
- Strategic Planning
- Self-Care
- Communication and Marketing
- Information Technology
- Theology and Ethics of Church Administration
- Financial Management
- Property Management
- Legal and Tax Compliance

Attach:

- 1. All sign-in sheets.**
- 2. Any outline and handouts from the presenter(s).**

We certify that all criteria of the guidelines of the Local TCN Chapter CEU Program were followed, and that the information contained in this report is accurate.

Chapter Leader Signature

Registrar Signature