

BALTIMORE WASHINGTON CONFERENCE POLICIES AND PROCEDURES
¶350 Continuing Education and Spiritual Growth
(Revised March 2022)

¶350.† Continuing Education and Spiritual Growth Policy

1. Every Conference member, full or associate, whether serving full, part-time or ABLC, shall complete a minimum of eight (8) Continuing Education Units (CEUs) each quadrennium. There will be no carry-over of CEUs from one quadrennium to another.
 - a. One Continuing Education credit is equivalent to 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.
 - b. The basic formula for equating regular credit college or seminary courses is one semester hour equals one and one-half CEUs. Therefore, 1 semester hour equals 1.5 CEUs; 2 semester hours equals 3.0 CEUs.
 - c. Continuing education events given CEU credit by National Boards and Agencies of The United Methodist Church and courses related to Ministry from accredited Theological Seminaries, Universities, Colleges, and Community Colleges are automatically acceptable to the registrar for CEU credit.
 - d. Pre-approval by the Continuing Education Committee of BOOM is required of non-certified CEU events. Requests should be submitted through the CEU form in your Arena account. Such approval requires the following information:
 - i. Date and title of the course;
 - ii. Substantive course outline;
 - iii. A time schedule that isolates the number of contact hours;
 - iv. The credentials of the instructor or institution.
 - e. The following special programs also qualify for CEU credits:
 - i. Overseas Pastoral Exchange Programs sponsored by The United Methodist Church qualify for .5 CEUs per day of overseas duty.
 - ii. Volunteers in Mission sponsored by the General Board of Global Ministries qualify for .5 CEUs per day of service;
 - iii. Teaching a Certified Course will earn a one time per course per quadrennium granting of CEUs. The number of CEUs granted will be the number of classroom hours for the course (for example, 12 classroom hours of teaching equals 1.2 CEUs);
 - iv. Travel experience related to the practice of ministry and originally designed as continuing education events is eligible, but it must be sponsored by a responsible, capable agency with qualified instruction. Such events require advanced approval

- from the Continuing Education Committee and qualify for .5 CEUs per day.
- v. Participation in or presentations to professional associations, when approved in advance, may receive continuing education credit. Such associations include, but are not limited to: Society of Biblical Literature, American Academy of Religion, The Society of the Scientific Study of Religion, American Association of Pastoral Counselors, Christian Educators' Fellowship;
 - vi. A book published that is related to the practice of ministry qualifies for 4 CEUs.
 - vii. Serving as a director, instructor, or volunteer at any United Methodist camp, event or workshop can qualify for up to three CEUs.
 - viii. Continuing education classes/workshops for maintaining of licensing for pastoral counseling.
- f. Self-directed studies are not acceptable for CEUs unless a qualified mentor/instructor takes formal responsibility for supervision and certification of contact hours between the mentor and mentee. As in other courses, prior approval of the CEU committee is required.
2. All CEU certificates must be postmarked no later than December 31 of the last year of the quadrennium to count for the quadrennium.
 - a. In the event that the transcript or certificate is not available by December 31, the individual will submit verification no later than December 31, indicating participation and expected CEU credit to be given.
 - b. In the event that a dissertation or other academic paper is not eligible for Semester Hour credit within the quadrennium, although the work is done during the quadrennium, a letter will be submitted from the registrar indicating enrollment in such a course. CEU credit given for such work will be subtracted from the Semester Hour credit granted in the next quadrennium.
 3. Full and associate members entering the Conference during the quadrennium will be required to complete the continuing education requirements on a prorated basis of 2 CEUs per year. For example, those entering the Conference in July of the third year of the quadrennium would require only 3 CEUs. Those entering in July of the fourth year would be exempt from the requirement for the quadrennium ending that year. Persons transferring into the Conference may submit previously earned CEUs for the current quadrennium.
 4. Those on Leave of Absence are exempt from the CEU requirements for the duration of the leave. When the leave of absence is terminated then CEU credits are required based on the number of years under active service in ministry during the quadrennium, prorated on a basis of 2 CEUs per year.
 5. Medical/personal exemptions excusing an individual from earning CEUs for the period of time requested by the individual may be granted by the Executive

Committee of the Board of Ordained Ministry on recommendation from the Continuing Education Committee. Medical/personal exemptions will be confirmed at the next Executive Session of the Annual Conference. Medical exemptions require a physician's statement detailing the need for and the duration of the exemption and a statement from the Pastor-Parish Relations Committee or supervisor. Personal exemptions require documentation of extraordinary circumstances and a statement from the Pastor-Parish Relations Committee or supervisor. The individual will not be required to make up CEUs for the time period of the medical/personal exemption (CEUs will be prorated for the quadrennium), but the individual will submit to the Continuing Education Committee of the Board of Ordained Ministry a plan outlining how he/she will meet the remainder of his/her CEU requirements for the quadrennium.

6. Application for continuing education financial assistance requires advanced approval of the event for CEU credit and should be directed to the chairperson of the Ministerial Education Fund. Funds are subject to availability.
7. Each individual is responsible for emailing a PDF copy of the certificate of completion of the CEU event (this may be a certificate or a letter from the instructor or other authorized official of the sponsoring organization) to the registrar.
8. Continuing Education records will be accessible through Arena to the Bishop, Cabinet, and the Board of Ordained Ministry. Individuals in non-compliance will be in conversation with their District Superintendent regarding action steps necessary to come into compliance. Failure to comply could result in disciplinary action and affect ability to be appointed.