



THE NACBA LOCAL CHAPTER CONTINUING EDUCATION PROGRAM

The purpose of the National Association of Church Business Administration Local Chapter Continuing Education Unit Program is to set the standards whereby participants of workshops and seminars sponsored by a local NACBA Chapter can receive CEUs under the auspices of the Professional Training & Standards Committee of NACBA.

This packet contains the guidelines and documents that outline the program. *This packet is required for each workshop or seminar* that a local chapter plans if they wish to qualify for CEUs.

This packet contains the following:

1. The **Guidelines**. These guidelines must be followed for CEUs to be awarded.
2. The **Request to Host CEU Workshop or Seminar** form to be returned to NACBA **at least 30 days before** the seminar is held. This request will be returned to the Local Chapter if approval is granted to hold the workshop or seminar for CEUs.
3. The **Registration/Sign In** form is to be duplicated and used on the day of the event. Originals must be returned to NACBA.
4. The **Follow Up Report** must be completed and returned to NACBA with all requested documents before certificates and/or 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 call the NACBA office.

National Association of Church Business Administration
Rose Ella McCleary, Education Associate
100 N. Central Expressway, Suite 914
Richardson, TX 75080-5326
972.699.7555 - 800.898.8085 - Fax 972.699.7617
E-mail: rose.ella@nacba.net

GUIDELINES

The purpose of the National Association of Church Business Administration Local Chapter Continuing Education Unit Program is to set the standards whereby participants of workshops and seminars sponsored by a local NACBA Chapter can receive CEUs under the auspices of the PT&S Committee of NACBA. The guidelines, which **must be followed exactly** to insure the quality and consistency of the program, are as follows:

1. The local chapter must be in good standing with NACBA. On the Request to Host form, the president (or designee) will request (with signature) to participate in the NACBA Local Chapter CEU Program for each workshop or seminar.
2. On the Request to Host form, at least one member in good standing of NACBA who has been certified as CCA and who is also a member of the local chapter must agree to act as registrar for the program. A CCA who has agreed to be registrar must be present during the workshop or seminar.
3. To qualify for CEUs, the topic of the workshop or seminar will be from among those covered in the certification program of NACBA, and the presenter(s) of the workshop or seminar will be acknowledged or experienced experts in the area of the topic. With the Request to Host form, topics and the qualifications of the presenter(s) will be given to the PT&S Committee in writing 30 days before the annual NACBA conference or 30 days in advance of the date of the workshop or seminar if CEUs are to be considered.
4. 0.1 CEUs will be granted to persons who properly register and attend one (1) contact hour. One (1) contact hour is defined as a minimum of 50 minutes of lecture, presentation, or discussion on the topic by the approved presenter(s). Additional CEUs will be granted for additional minutes to the half hour. Contact time of less than 50 minutes cannot be granted partial credit. Participants will have access to print a CEU certificate upon completion of the workshop/seminar; only those who sign in before the presentation begins and remain to the end will be awarded the certificate. All registration sheets will be returned to NACBA as part of the Follow Up Report. Certificates will be printed through the NACBA website.
5. There is a \$10 Fee, payable to the NACBA national office for each contact hour (0.1 CEU) for workshops **scheduled**. If there is more than one workshop held, i.e., a chapter has a mini-conference with several workshops from which to choose, the fee applies for each workshop. This fee is remitted to NACBA as part of the CEU Request. **CEUs will not be approved without the fee. In addition, a penalty fee will be assessed for late submission in the amount of \$20.**
6. The ***Follow Up Report will be mailed to NACBA no later than 30 days after the seminar in order to receive CEU certificates.*** All promotional material/brochures that advertised this event to local chapter members and/or the public will be attached to the Follow Up Report. Any outline and handouts from the presenter(s) will be attached to the Follow Up Report.
7. Asking CCAs to be registrars is deliberate. These persons have attended similar seminars. They are recognized by virtue of their certification within NACBA and this process raises their visibility within and without NACBA and the local chapter. Local chapters must have an CCA as registrar to participate in this program.
8. Since the planning of good workshop/seminar topics with qualified participants takes some time, it is expected that the deadlines for approval by PT&S can be met. Requests to change these deadlines will not be considered. Local chapter meetings with an agenda of a chapter business session, a meal, fellowship, and a "short program" cannot be considered; the contact hour criteria is important in maintaining the quality of this CEU Program.



National Association of Church Business Administration

PROFESSIONAL TRAINING AND STANDARDS

REQUEST TO HOST CEU WORKSHOP OR SEMINAR

A separate request must be filled out for *each* workshop/seminar.

Local NACBA Chapter _____

Registrar(s) _____, CCA

_____, CCA

Topic _____

Short Description (attach workshop/seminar outline) _____

Workshop/Seminar Date _____ Times of Seminar: Start _____ Stop _____

Workshop/Seminar Contact Hours _____, CEUs— _____*(see guidelines, item 4)

Workshop/Seminar Site _____

Presenter(s) (attach vita) _____

We have read and understand the guidelines to host this workshop/seminar under the local NACBA Chapter CEU Program.

_____, CCA
Chapter President Registrar

Please indicate who to return the approved form to, if other than the Chapter President:

_____, CCA
Registrar

APPROVAL _____

Date _____

Check Enclosed
Amount of Check _____
= \$10 x # of CEU hours
requested

Return to:
NACBA
Rose Ella McCleary, Education Associate
100 N. Central Expressway, Suite 914
Richardson, TX 75080-5326
972.699.7555 - 800.898.8085 - Fax
972.699.7617
E-mail: rose.ella@nacba.net



National Association of Church Business Administration

PROFESSIONAL TRAINING AND STANDARDS

REGISTRATION/SIGN IN FOR NACBA CHAPTER CEU WORKSHOP/SEMINAR

Topic _____ Date _____

Site (Location): _____ (City/State _____

Print Name as it should appear on Certificate _____ Membership?

Signature _____ National NACBA: Y o N o

Church _____ Local Chapter: Y o N o

Address _____

City/State/Zip _____

Email Address _____

Print Name as it should appear on Certificate _____ Membership?

Signature _____ National NACBA: Y o N o

Church _____ Local Chapter: Y o N o

Address _____

City/State/Zip _____

Email Address _____

Print Name as it should appear on Certificate _____ Membership?

Signature _____ National NACBA: Y o N o

Church _____ Local Chapter: Y o N o

Address _____

City/State/Zip _____

Email Address _____

Print Name as it should appear on Certificate _____ Membership?

Signature _____ National NACBA: Y o N o

Church _____ Local Chapter: Y o N o

Address _____

City/State/Zip _____

Email Address _____

Originals of this form must be returned to NACBA to prepare and issue certificates.



National Association of Church Business Administration

PROFESSIONAL TRAINING AND STANDARDS

THE LOCAL NACBA CHAPTER CONTINUING EDUCATION UNIT PROGRAM FOLLOW UP REPORT

Date _____

Local Chapter _____

Address _____

City/State/Zip _____

CEU Workshop/Seminar Topic _____

Date _____ Site _____

CEUs approved for attendance at this workshop _____
(Refer to original signed and approved form for this information)

Approved on Request to Host form dated _____

Attach:

1. All registration sheets.
2. All promotional material/brochures that advertised this event to your members and/or the public.
3. Any outline and handouts from the presenter(s).
4. A summary of participant evaluations.

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

_____, CCA
Chapter President Signature Registrar Signature

_____, CCA
Registrar Signature

Return to:
National Association of Church Business Administration
Rose Ella McCleary, Education Associate
100 N. Central Expressway, Suite 914
Richardson, TX 75080-5326
972.699.7555 - 800.898.8085 - Fax 972.699.7617
E-mail: rose.ella@nacba.net