



# THE CHURCH NETWORK™

*Don't Go It Alone.*

## Professional Training and Standards

Powered by NACBA

### THE THE CHURCH NETWORK LOCAL CHAPTER CONTINUING EDUCATION PROGRAM

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

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 The Church Network **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 The Church Network with the Follow-up Report.
4. The **Follow Up Report** must be completed and returned to The Church Network 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 The Church Network office.

The Church Network  
Rose Ella McCleary, Education Associate  
100 N. Central Expressway, Suite 706  
Richardson, TX 75080-5326  
972.699.7555 - 800.898.8085 - Fax 972.699.7617  
E-mail: [rose.ella@nacba.net](mailto:rose.ella@nacba.net)

## GUIDELINES

The purpose of the The Church Network Local Chapter Continuing Education Unit Program is to set the standards whereby participants of workshops and seminars sponsored by a local The Church Network Chapter can receive CEUs under the auspices of the PT&S Committee of The Church Network. 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 The Church Network. On the Request to Host form, the president (or designee) will request (with signature) to participate in the The Church Network Local Chapter CEU Program for each workshop or seminar.
2. On the Request to Host form, at least one member in good standing of The Church Network 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 The Church Network, 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 The Church Network 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 0.1 CEUs will be granted for each additional 60 minutes including a 10 minute break. Contact time of less than 50 minutes cannot be granted partial credit. Participants will be awarded CEU credit upon completion of the workshop/seminar; that will be added to their The Church Network record at which time they can log-in and print a CEU certificate. Only those who sign in before the presentation begins and remain to the end will be awarded the credit. All registration sheets will be returned to The Church Network as part of the Follow Up Report.
5. There is a \$10 Fee, payable to the The Church Network 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 The Church Network 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 The Church Network 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 The Church Network and this process raises their visibility within and without The Church Network and the local chapter. Local chapters must have a 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.



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### REQUEST TO HOST CEU WORKSHOP OR SEMINAR

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

Local The Church Network 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 \_\_\_\_\_  
Church or Organization City State

Presenter(s) (attach vita) \_\_\_\_\_

We have read and understand the guidelines to host this workshop/seminar under the local The Church Network 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 \_\_\_\_\_

Credit Card Information

Check Enclosed

Amount of Check or Credit Card Charge \_\_\_\_\_  
= \$10 x # of CEU hours requested

Return to:  
The Church Network  
Rose Ella McCleary, Education Associate  
100 N. Central Expressway, Suite 706  
Richardson, TX 75080-5326  
972.699.7555 - 800.898.8085 - Fax  
972.699.7617  
E-mail: rose.ella@nacba.net

Exact Name on Card \_\_\_\_\_

Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVC Code \_\_\_\_\_

Signature \_\_\_\_\_



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### REGISTRATION/SIGN IN FOR THE CHURCH NETWORK CHAPTER CEU WORKSHOP/SEMINAR

Topic \_\_\_\_\_ Date \_\_\_\_\_

Site (Location): \_\_\_\_\_ (City/State \_\_\_\_\_

The Church Network ID # \_\_\_\_\_

Print Name \_\_\_\_\_ Membership? \_\_\_\_\_

Church \_\_\_\_\_ The Church Network: Y  N

Address \_\_\_\_\_ Local Chapter: Y  N

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

The Church Network ID # \_\_\_\_\_

Print Name \_\_\_\_\_ Membership? \_\_\_\_\_

Church \_\_\_\_\_ The Church Network: Y  N

Address \_\_\_\_\_ Local Chapter: Y  N

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

The Church Network ID # \_\_\_\_\_

Print Name \_\_\_\_\_ Membership? \_\_\_\_\_

Church \_\_\_\_\_ The Church Network: Y  N

Address \_\_\_\_\_ Local Chapter: Y  N

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

The Church Network ID # \_\_\_\_\_

Print Name \_\_\_\_\_ Membership? \_\_\_\_\_

Church \_\_\_\_\_ The Church Network: Y  N

Address \_\_\_\_\_ Local Chapter: Y  N

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

This form must be returned (or scanned and emailed) to The Church Network to issue CEU credits.



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### THE LOCAL THE CHURCH NETWORK 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 The Church Network Chapter CEU Program were followed and that the information contained in this report is accurate.

\_\_\_\_\_, CCA  
Chapter President Signature Registrar Signature

\_\_\_\_\_, CCA  
Registrar Signature

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