

Approved Methods of Obtaining GCDF Continuing Education Clock Hours

Unless noted otherwise, requirements apply to distance learning and in-person activities.

Activity	Requirements for CE Credit	Maximum Clock Hours Allowed	Determining CE Clock Hours	Required Documentation
1. College/ University Courses	<ul style="list-style-type: none"> The course must be at a postsecondary institution accredited by an agency recognized by the U.S. Secretary of Education; The course must cover one or more GCDF competency areas; and, You may audit the course. 	<ul style="list-style-type: none"> No limit; and, Each course counts once during each five-year credentialing period. 	<ul style="list-style-type: none"> One semester credit equals 15 clock hours; and, One quarter credit equals 10 clock hours. 	<ul style="list-style-type: none"> Transcript, grade report, or verification form.
2. Seminars, Workshops, Conferences, and Webinars	<ul style="list-style-type: none"> Attendees must be your peers*; and, Activity must cover one or more GCDF competency areas. 	<ul style="list-style-type: none"> No limit; and, Each activity counts once during each five-year credentialing period. 	<ul style="list-style-type: none"> Only <u>actual presentation time</u> counts for clock hours (exclude breaks, lunch, etc.); and, If reading prework is required, 6,000 words equal one CE clock hour. 	<ul style="list-style-type: none"> A confirmation letter from the activity sponsor or an official activity program showing presenter name, presentation title, date of presentation, and duration.
3. Attending Seminars, Workshops, Conferences, and Webinars	<ul style="list-style-type: none"> Activity must cover one or more GCDF competency areas; and, Distance learning activities must allow interaction with presenter (Internet chat, telephone, e-mail, etc.) even if prerecorded. 	<ul style="list-style-type: none"> No limit; and, Each activity counts once during each five-year credentialing period. 	<ul style="list-style-type: none"> Only <u>actual presentation time</u> counts for clock hours (exclude breaks, lunch, etc.); and, If reading prework is required, 6,000 words equal one CE clock hour. 	<ul style="list-style-type: none"> Certificate of completion or letter confirming your completion of the activity, including presenter name, presentation title, date of presentation, and duration.

* CCE defines a peer as an individual who works in the same field or occupation and has approximately the same overall level of expertise, training, education, and relevant experience.

Activity	Requirements for CE Credit	Maximum Clock Hours Allowed	Determining CE Clock Hours	Required Documentation
4. Publications (Writer or Editor)	<ul style="list-style-type: none"> Articles must be published in a peer-reviewed journal or as a chapter in a book; Books cannot be self-published; Topic must directly relate to career development; Topic must address one or more GCDF competency areas; and, Work must be published during current five-year credentialing period. 	<ul style="list-style-type: none"> 10 per published article or book chapter; and, 20 per published book. 	<ul style="list-style-type: none"> 6,000 words equal one clock hour. 	<ul style="list-style-type: none"> Letter from publisher on letterhead stating word count.
5. Self-Study Programs	<ul style="list-style-type: none"> Program must directly relate to career development; and, Program must address one or more GCDF competency areas. 	<ul style="list-style-type: none"> No limit. 	<ul style="list-style-type: none"> 6,000 words equal one clock hour. 	<ul style="list-style-type: none"> Certificate of completion or letter from provider verifying completion.
6. GCDF Training Curriculum Author	<ul style="list-style-type: none"> Curriculum must be approved by CCE; and, Curriculum must be for 120-hour training program. 	<ul style="list-style-type: none"> 15 clock hours. 	<ul style="list-style-type: none"> Time spent developing the curriculum, up to the maximum. 	<ul style="list-style-type: none"> Detailed curriculum outline with time frames listed for each component.
7. Educator	<ul style="list-style-type: none"> You must both develop and teach a course; and, Course must relate directly to career development. 	<ul style="list-style-type: none"> 15 clock hours. 	<ul style="list-style-type: none"> Time spent developing the curriculum, up to the maximum. 	<ul style="list-style-type: none"> Signed letter of verification on institution letterhead that includes educator's name, amount of course credit given to students, course dates, and institution contact information.