

Policy for Viewing Prerecorded Material for CEUs

Given the growing body of recorded works created by the agencies of the Church of the Brethren, such as webinars and recordings of live events, certain recordings, as outlined below, may now be viewed for the purpose of receiving continuing education units (CEUs). For these recordings to be eligible for CEUs, they must: 1) have been created by a Church of the Brethren agency, 2) be no more than ten years old, and 3) have been originally offered for CEUs according to the criteria set forth by the Brethren Academy for Ministerial Leadership. Some of the websites housing eligible recordings are listed below*.

After viewing a recording that meets the aforementioned criteria, clergy may go to the Brethren Academy webpage <https://bethanyseminary.edu/brethren-academy/> to complete a "Continuing Education Report for Recorded Material". This fillable web form will require the viewer to provide the following information: viewer's name, district, contact information, title of the event, the website on which the recording was found, the length of the recording, the name(s) of the keynote speaker(s), and a paragraph identifying one central idea or new insight gained from the recording. Upon completion of the form, the viewer may print and mail the report to the Brethren Academy along with the certificate fee. All submissions will be reviewed by the Director of the Brethren Academy before CEUs are awarded.

Viewing a recording after the event is equivalent to the credit awarded for attending a live presentation. For example, attending a one-hour live webinar is worth 0.1 CEU. Viewing that same webinar after the fact is also worth 0.1 CEU.

CEU certificates will not be awarded for quantities of less than 0.2 CEUs. For instance, two one-hour recordings may be combined for a total of 0.2 CEUs or the minister could view one three-hour recording for 0.3 CEUs. A separate "Continuing Education Report for Recorded Material" is required for each recording viewed.

The CEU certificate fee is \$10 per submission, with a limit of 4 recorded events, of any length, per submission. Paper certificates will be mailed to clergy and records of these certificates will be kept by the Brethren Academy.

The Brethren Academy recommends that districts apply no more than 25 hours (2.5 CEUs) of recorded material toward the 50 hours (5.0 CEUs) of continuing education required during each 5-year cycle. This ensures that individuals will participate in live CEU events while allowing for a significant number to be completed online.

*Websites housing eligible recordings include, but are not limited to, the following:

- Discipleship Ministries: <http://www.brethren.org/webcasts/archive.html>
- Youth and Young Adult Ministries: <http://www.brethren.org/yya/webcasts.html>
- On Earth Peace: <https://www.youtube.com/user/OnEarthPeaceTV/videos>
- McPherson College Ventures in Christian Discipleship: <https://www.mcpherson.edu/ventures/archive-registration/>