



# THE DIOCESE OF SOUTH DAKOTA

## *Continuing Education Reporting Form*

This form is for annual reporting of continuing education for parochial clergy, lay professionals, and all members of mutual ministry teams as described in Policy 10 “Continuing Education for Clergy, Lay Professionals & Ministry Teams” for the Diocese of South Dakota. As described in the policy, parochial clergy and lay professionals are expected to have 24 Continuing Education Units (CEUs) as individuals. Ministry teams need to demonstrate 24 CEUs for the entire team, meaning that the total number of CEUs by everyone on the team needs to add up to 24 each year. For ministry teams filling out this form, please put the names of all members of the team on the “name” line of this form and include the name of the person from the ministry team who fulfilled the CEU with the title of the workshop, book, presentation, or course. Please return this form to the Diocesan office by January 10th for the preceding calendar year.

Name(s) \_\_\_\_\_  Clergy  Lay Professional  Mutual Ministry Team

*Workshops, seminars, and mini courses are 1 CEU; one book is 2 CEUs; one day on retreat is 2 CEUs; an academic course from an accredited college or university is 12 CEUs; a Niobrara School Ministry Weekend is 6 CEUs; Dakota Experience is 12 CEUs*

| WORKSHOP, BOOK, COURSE, SEMINAR OR OTHER ACTIVITY<br><i>(Include name of participant if part of a ministry team)</i> | NAME OF PRESENTER, SPONSOR, AUTHOR OR<br>TEACHER | ATTENDANCE DATE(S)<br>(MM/DD/YY) | CEUs |
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The above information is true and correct to the best of my knowledge and belief:

Signed \_\_\_\_\_ Date \_\_\_\_\_