

CONTINUING EDUCATION GUIDE

TWENTY CONTINUING EDUCATION CREDITS REQUIRED YEARLY*

*Continuing education hours should not be confused with credit hours required in college or seminary courses. For continuing education, an equitable system usually reflects a literal hour per credit equivalency. For instance, attending a one-hour seminar would earn the minister one continuing education credit (CEC). In contrast, if one takes a three credit-hour college course towards a degree program, they usually attend three classes a week for an entire semester to earn those three credit hours. Continuing education credits are different than college or seminary credit hours. Earning the suggested number of credits should be manageable and enjoyable.

Qualifying Continuing Education Credits (CECs) and Guidelines for Attaining Credits



Continuing Education Credit Symbol

Qualifying events or self-study will utilize the leadership development core value symbol. Qualifying events will show the number of credit hours earned for each continuing education class or event.

State Sponsored Leadership Development Events & Courses

States and regions will provide numerous opportunities throughout the year to earn CECs. State-sponsored training events, regional leadership development courses, book studies, training events, and retreats are great opportunities to earn continuing education credits.

International Office/North America Sponsored Events

The State Bishop's office will work hand in hand with the International Offices and North America general presbyter's office in leadership development. Any event sponsored by these offices will automatically qualify, and CECs will be assigned to these events. Completing the Foundations: Minister's Development Program will earn CECs.

Partnerships with other States and Regions

State Bishops' offices are encouraged to cross-pollinate, working together to offer learning opportunities. Ideally, a course, workshop, or training opportunity provided in one nation, region, or state would be accepted by another area to fulfill CEC requirements.

State-Sponsored Book Studies

The State Leadership Development Department may offer book studies to earn CECs. A specific book could be introduced, and the study could be interactive. The participant gains from reading the book and learning from the discussion groups by sharing what was learned from the material. Because each book is different and requires various levels of involvement, the range of credits earned through the book studies will be from two to four CECs.

Online Courses, Seminars, Webinars, and Discussion Groups

The State Leadership Development Departments may offer ways to earn CECs that will be delivered electronically. Preregistration will be required.

District-Sponsored Training Events or Courses

Districts within a State (with several districts coming together) are encouraged to sponsor training events, seminars, and classes for the benefit of leaders, ministers, and pastors. These can qualify for CECs if the sponsoring leadership contacts the appropriate State Leadership Development Department in advance so the course or event can go through the pre-approval process. The State Leadership Development team will partner to promote and facilitate the event when requested.

Local Church Training Partnerships

Local churches may also sponsor leadership development courses, seminars, and training events. These may also qualify for CECs with proper advance consultation with the State Bishop's office and/or State Leadership Development Department pre-approval. Local churches are encouraged to make their events available to churches in their areas. These partnerships would provide shared training opportunities and needed fellowship among churches. It is incredible what can be accomplished when churches work together.

Conferences, Seminars, and Training Sessions

Great sources for development exist, and they are not exclusive to the Church of God of Prophecy. Just as we welcome those outside our organization to attend COGOP events, ministers can take advantage of training events outside the organization. To earn credit from outside events and conferences, please contact the State Leadership Development Department for pre-approval to confirm credits for attending and sharing what was learned.

University and Seminary Courses

Those pursuing studies with universities or seminaries will receive continuing education credits. The time requirement is much more strenuous for qualifying university or seminary courses. Each college credit hour will earn three times the course credit hour designation. For instance, taking a 3-hour college or seminary course will earn 9 CECs.

Miscellaneous Development and Training Opportunities

While this list of qualifying courses and sources is extensive, it is not exhaustive. Other training and development opportunities may be available for ministers that can qualify for CECs. The key is connecting with the State Leadership Development Department for CEC pre-approval. The goal is the development of a culture of continuous learning among the Church of God of Prophecy ministers.

Pre-Approval CEC Form and Yearly CEC Report Form

Pre-approval for CECs can be achieved by filling out the form provided. Continuing Education Credits will follow the calendar year, and CECs earned will be reported on the minister's monthly report. Ministers should keep personal records of all training events and courses attended.

Continuing Education Credit Pre-Approval Instructions

Sponsors of meetings and events potentially eligible for continuing education credits are encouraged to seek pre-approval early in the event planning process. Pre-approval is a requirement to qualify for continuing education credits (CECs). This also applies to those seeking approval for an event they will be attending that does not have a CEC valuation already assigned.

The pre-approving of an event for CE credit:

1. provides assurance to event attendees that the State will accept their work for CE credit
2. allows a State Bishop's office, or Leadership Development Department, to come alongside those sponsoring the event for assistance and greater effectiveness
3. allows the sponsor to market their event as approved by the State Bishop's office for continuing education credit, increasing the event's attractiveness to prospective attendees and allowing better responsiveness to the needs of ministers by the state offices

The sponsor should complete the pre-approval form 30 days before the continuing education event and submit it by email or mail, along with descriptions of the event, to the state bishop's office, with attention to "Attention: Continuing Education Pre-approval."

This pre-approval form may also be used by prospective attendees who wish to receive CECs for an event that has not been pre-approved by the event's sponsor.

The process for pre-approving an event will be as follows:

1. The event sponsor submits a completed pre-approval form and the event description to the State Bishop's office. If the event does not have a formal printed description, there is space on the form for an event description. Attach a separate description page if necessary. Send as much information about the course or event as possible.
2. Once the submitted form and description are reviewed, if approved, a copy of the document will be returned to the sponsor/attendee. For events disapproved, the form will be returned with the NO box marked with an explanation stating why the State Bishop's office found the event unacceptable for continuing education credit.
3. The sponsor should provide the event attendees with the pre-approval credit valuation. All marketing and advertising of the event should display the CEC valuation logo with the appropriate number of CECs for the event. The state/regional office can provide that logo upon event approval. The attendees should be instructed to include that CEC number in their year-end CEC report with the name and date of their event.
4. If an event attendee received pre-approval, they should provide the CEC number on their year-end Continuing Education Submissions form.

Qualifying Events and Courses

- Events sponsored by the International Offices or North American general presbyter's office automatically qualify for CECs. However, completing the form will help us assign the proper continuing education credits to the event
- National/Regional/State Leadership Development Event — always approved for CE credit
- International Offices Leadership Development Event — always approved for CE credit
- North America General Presbyter Leadership Development Event — always approved for CE credit
- District, Regional, or Local Church COGOP Leadership Training Event — always approved for CE credit when facilitation is assisted by, or material is taught by, an State Bishop's office representative or team member. Otherwise, the events and training material must have preapproval for CE credit.
- Accredited University/Seminary Course — always approved for CE credit
- Kingdom Partner Seminar, Conference, or Workshop — needs pre-approval for CE credit