

COMMONWEALTH OF KENTUCKY  
Cabinet for Health and Family Services  
Department for Community Based Services  
Division of Child Care

PROFESSIONAL DEVELOPMENT OPERATIONS MANUAL

College Course Work Credit Hours and Continuing Education Units (CEU)

Policy Clarification

06/15

**Situation:** In the course of working on their professional development, Early Care and Education (ECE) Professionals may earn professional development hours in several different formats such as: clock hours, Continuing Education Units (CEU) and college credit hours. Depending on training requirements, time earned may need to be reported in a specific format. Standard formulas are available so that an individual or organization may transfer one type of hours earned to another type.

Approved clock hours, CEUs, and college credit hours issued by various training organizations or accredited colleges may be used to meet the following ECE requirements:

1. Clock hour requirements for Licensing, Certification, STARS, Registered provider, and/or for renewal of the Kentucky Early Care and Education Trainer's Credential and/or the Commonwealth Child Care Credential
2. Child Development Associate (CDA) requirements  
(<http://www.cdacouncil.org/the-cda-credential/how-to-renew-your-cda>)
3. College credit requirements and articulation agreements when applicable.

**Clarification:**

**Clock Hour:** Credit given for attending sixty (60) minutes of approved instruction. Clock hours are generally issued by Kentucky Early Care and Education Credentialed Trainers and training agencies /organizations. Clock hours can be used to meet ECE requirements one through three above.

**One clock hour = 60 minutes of instruction.**

**Continuing Education Units (CEUs):** CEUs are not the same as clock hour training and require additional paperwork and fees. CEUs are issued by colleges and/or universities and/or training organizations that have an agreement with a college or university to issue CEUs. Once CEUs are earned and purchased, they may be used to meet ECE requirements one through three above. The formula for conversion of CEUs can be found at The International Association of Continuing Education and Training (IACET):  
<http://iacet.org/ceus/about-the-ceu>

**College Credit Hour:** Credit given for completing one (1) college course. Typically college course work is issued in units of three (3) college credits per course or quarter college credits per semester. College credit hours may be used to meet numbers one through three above. Use the following to convert college credit hours to clock hours:

- 1- three (3) hour college credit course = 45 clock hours
- 1- one (1) hour college credit course = 15 clock hours
- 1- quarter hour college credit course = 3.75 clock hours

*Note: Though one college credit course equals 45 clock hours, the reverse may or may not be true. Check with the college or university to determine if clock hours transfer to a three hour college course.*