



### THE NACBA LOCAL CHAPTER CONTINUING EDUCATION PROGRAM

The purpose of the National Association of Church Business Administration Local Chapter Continuing Education Unit Program is to set the standards whereby participants of workshops and seminars sponsored by a local NACBA Chapter can receive CEUs under the auspices of the Professional Training & Standards Committee of NACBA.

This packet contains the guidelines and documents that outline the program. *This packet is required for each workshop or seminar* that a local chapter plans if they wish to qualify for CEUs.

This packet contains the following:

1. The **Guidelines**. These guidelines must be followed for CEUs to be awarded.
2. The **Request to Host CEU Workshop or Seminar** form to be returned to NACBA **at least 30 days before** the seminar is held. This request will be returned to the Local Chapter if approval is granted to hold the workshop or seminar for CEUs.
3. The **Registration/Sign In** form is to be duplicated and used on the day of the event. Originals must be returned to NACBA.
4. The **Follow Up Report** must be completed and returned to NACBA with all requested documents before certificates and/or credits can be issued.

This program is an effort to recognize the quality events that local chapters provide for their membership and for the religious community.

If there are any questions, please call the NACBA office.

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## GUIDELINES

The purpose of the National Association of Church Business Administration Local Chapter Continuing Education Unit Program is to set the standards whereby participants of workshops and seminars sponsored by a local NACBA Chapter can receive CEUs under the auspices of the PT&S Committee of NACBA. The guidelines, which **must be followed exactly** to insure the quality and consistency of the program, are as follows:

1. The local chapter must be in good standing with NACBA. On the Request to Host form, the president (or designee) will request (with signature) to participate in the NACBA Local Chapter CEU Program for each workshop or seminar.
2. On the Request to Host form, at least one member in good standing of NACBA who has been certified as FCBA and who is also a member of the local chapter must agree to act as registrar for the program. An FCBA who has agreed to be registrar must be present during the workshop or seminar.
3. To qualify for CEUs, the topic of the workshop or seminar will be from among those covered in the certification program of NACBA, and the presenter(s) of the workshop or seminar will be acknowledged or experienced experts in the area of the topic. With the Request to Host form, topics and the qualifications of the presenter(s) will be given to the PT&S Committee in writing 30 days before the annual NACBA conference or 30 days in advance of the date of the workshop or seminar if CEUs are to be considered.
4. 0.1 CEUs will be granted to persons who properly register and attend one (1) contact hour. One (1) contact hour is defined as a minimum of 50 minutes of lecture, presentation, or discussion on the topic by the approved presenter(s). Additional 0.1 CEUs will be granted for each additional 50 minutes and a 10 minute break. Contact time of less than 50 minutes cannot be granted partial credit. Participants will receive the CEU certificate upon completion of the workshop/seminar; only those who sign in before the presentation begins and remain to the end will be awarded the certificate. All registration sheets will be returned to NACBA as part of the Follow Up Report. Certificates will be mailed from NACBA.
5. There is a \$10 Fee, payable to the NACBA national office for each contact hour (0.1 CEU) for workshops **scheduled**. If there is more than one workshop held, i.e., a chapter has a mini-conference with several workshops from which to choose, the fee applies for each workshop. This fee is remitted to NACBA as part of the CEU Request. **CEUs will not be approved without the fee. In addition, a penalty fee will be assessed for late submission in the amount of \$20.**
6. The ***Follow Up Report will be mailed to NACBA no later than 30 days after the seminar in order to receive CEU certificates.*** All promotional material/brochures that advertised this event to local chapter members and/or the public will be attached to the Follow Up Report. Any outline and handouts from the presenter(s) will be attached to the Follow Up Report.
7. Asking FCBA's to be registrars is deliberate. These persons have attended similar seminars. They are recognized by virtue of their certification within NACBA and this process raises their visibility within and without NACBA and the local chapter. Local chapters must have an FCBA as registrar to participate in this program.
8. Since the planning of good workshop/seminar topics with qualified participants takes some time, it is expected that the deadlines for approval by PT&S can be met. Requests to change these deadlines will not be considered. Local chapter meetings with an agenda of a chapter business session, a meal, fellowship, and a short program cannot be considered; the contact hour criteria is important in maintaining the quality of this CEU Program.



# National Association of Church Business Administration

PROFESSIONAL TRAINING AND STANDARDS

## REQUEST TO HOST CEU WORKSHOP OR SEMINAR

A separate request must be filled out for *each* workshop/seminar.

Local NACBA Chapter \_\_\_\_\_

Registrar(s) \_\_\_\_\_, FCBA

\_\_\_\_\_, FCBA

Topic \_\_\_\_\_

Short Description (attach workshop/seminar outline) \_\_\_\_\_

Workshop/Seminar Date \_\_\_\_\_ Times of Seminar: Start \_\_\_\_\_ Stop \_\_\_\_\_

Workshop/Seminar Contact Hours \_\_\_\_\_, CEUs \_\_\_\_\_ \*(see guidelines, item 4)

Workshop/Seminar Site \_\_\_\_\_

Presenter(s) (attach vita) \_\_\_\_\_

We have read and understand the guidelines to host this workshop/seminar under the local NACBA Chapter CEU Program.

\_\_\_\_\_, FCBA

Chapter President

Registrar

Please indicate who to return the approved form to, if other than the Chapter President:

\_\_\_\_\_, FCBA

Registrar

APPROVAL \_\_\_\_\_

Date \_\_\_\_\_

Check Enclosed  
Amount of Check \_\_\_\_\_  
= \$10 x # of CEU hours  
requested

Return to:  
NACBA  
Rose Ella McCleary, Education Associate  
100 N. Central Expressway, Suite 914  
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# National Association of Church Business Administration

PROFESSIONAL TRAINING AND STANDARDS

## REGISTRATION/SIGN IN FOR NACBA CHAPTER CEU WORKSHOP/SEMINAR

Topic \_\_\_\_\_ Date \_\_\_\_\_

Site (Location): \_\_\_\_\_ (City/State) \_\_\_\_\_

Print Name as it should appear on Certificate \_\_\_\_\_ Membership? \_\_\_\_\_

Signature \_\_\_\_\_ National NACBA: Y o N o

Church \_\_\_\_\_ Local Chapter: Y o N o

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Print Name as it should appear on Certificate \_\_\_\_\_ Membership? \_\_\_\_\_

Signature \_\_\_\_\_ National NACBA: Y o N o

Church \_\_\_\_\_ Local Chapter: Y o N o

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Print Name as it should appear on Certificate \_\_\_\_\_ Membership? \_\_\_\_\_

Signature \_\_\_\_\_ National NACBA: Y o N o

Church \_\_\_\_\_ Local Chapter: Y o N o

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Print Name as it should appear on Certificate \_\_\_\_\_ Membership? \_\_\_\_\_

Signature \_\_\_\_\_ National NACBA: Y o N o

Church \_\_\_\_\_ Local Chapter: Y o N o

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Originals of this form must be returned to NACBA to prepare and issue certificates.

