



Continuing Education Units (CEUs) for Ministers and Spiritual Leaders

1.0 Purpose:

The purpose of this policy is to provide standards which support the ongoing growth and development of UWM Ministers and Spiritual Leaders.

2.0 Scope:

This policy applies to all

- 2.1 Ministers licensed or ordained by UWM
- 2.2 Licensed Unity Teachers serving as Spiritual Leaders
- 2.3 Individuals serving under Special Dispensation in a UWM member ministry
- 2.4 Related policies: Special Dispensation, Credentialing

3.0 Policy:

- 3.1 All ministers and those serving under Special Dispensation are required to complete a minimum of 15 CEUs every three (3) years, with a minimum of 2 CEUs each year.
- 3.2 One (1) hour of class time is equivalent to one (1) credit hour for all CEUs
- 3.3 All CEUs must be aligned with the standards and rubrics defined by our Standards and Credentialing Teams.
- 3.4 In addition to the required CEUs, all Ministers and Spiritual Leaders must also take the following mandatory trainings:
 - 3.4.1 One (1) hour of UWM ethics/boundaries training each year.
 - 3.4.2 Two (2) hours of diversity training every other year.

4.0 Definitions

- 4.1 A **Continuing Education Credit (CEU)** is a measure used for ongoing education used to assist professionals in maintaining their certification.
- 4.2 **Spiritual Dispensation** is a UWM policy that allows individuals not ordained by Unity to serve as the leader of a UWM ministry on a temporary basis while they obtain a Unity ordination
- 4.3 A **Spiritual Leader** is an individual serving under Special Dispensation who is a Licensed Unity Teacher or an ordained minister of a denomination other than Unity.
- 4.4 **Ministry Skills Consultants** are individuals certified through UWM to provide consulting services to our members.

5.0 Responsibilities

- 5.1 The **Credentialing Coordinator** will approve educational programs for CEUs and track or cause to be tracked CEU's earned.
- 5.2 The **Member Services Training Coordinator** will collaborate with key staff, ERS Chairs, and the Standards Ministry Team in creating an annual training on boundaries/ethics and supporting delivery to the field.
- 5.3 **Regional Representatives and/or Ministry Skills Consultants** will be available/authorized to provide the required boundaries/ethics training at the regional level. This mandatory annual training will also be made available by UWM in multiple formats such as online, and at convention.

6.0 Procedures:

- 6.1 CEUs can be earned in the following ways:
 - 6.1.1 Attendance in a UWSI class.
 - 6.1.2 Attendance in a UWM conference seminar.
 - 6.1.3 5 CEUs can be earned through attendance at a full day leadership/board training facilitated by a UWM certified Ministry Skills Consultant.
 - 6.1.4 Obtaining advanced approval through the Credentialing Coordinator to use a seminar training for CEUs.
- 6.2 Annual Ethics/boundary training will be provided by UWM with a focus on a different topic each year. To ensure that these trainings are readily available these trainings will be delivered in multiple ways, including:
 - 6.2.1 Online format.
 - 6.2.2 Trainings conducted in the region by Regional Representatives or Ministry Skills Consultants.
- 6.3 Diversity Training is available through multiple community organizations. Individuals must obtain advanced approval through the Credentialing Coordinator to use these trainings to meet the mandatory diversity training requirement. UWM may also develop diversity trainings and make them available at convention or online.

Notes pertaining to roll out:

- This policy goes into effect Jan 1, 2019. As this is a new policy we are giving ministers ordained by Jan 1, 2018 a grace year, allowing them 4 years to complete 15 CEUs the first time around. Effective Jan 1 2022, everyone will be required to complete 15 CEUs every 3 years.