

## Everything to know about CEUs

### What are CEUs?

Continuing Education Units are the way of recording contact hours (for relicensing, promotions, maintaining professional memberships and registrations, etc.). This is a nationally recognized standards, which verifies quality content and instruction. **Each hour in an approved workshop or session is recorded as 1/10 CEU.** (These do not accumulate for college credit.)

### How are sessions approved for CEU recording?

The ISU Division of Continuing Education approves all sessions. For a course, workshop, or in-service to be considered for CEU recording, an application form must be completed and returned to our office.

### How are CEUs recorded?

CEUs are recorded by social security numbers. The ISU Registrar records the CEUs awarded on a special CEU transcript similar to an academic transcript.

### How much do CEUs cost?

There is a **\$20.00 processing and recording fee** (there is a separate \$5 fee for an official transcript) per person for each session. Checks are made out to "ISU". All fees are returned to:

Idaho State University  
Division of Continuing Education  
Campus Box 8062  
Pocatello, ID 83209

### How do I obtain a CEU transcript?

The Division of Continuing Education & Conference Services is not authorized to issue the official transcript. Send a written request for a CEU transcript and \$5.00 (separate payment from \$20.00 processing and recording fee) to:

The Office of the Registrar  
c/o Adult Education Records Clerk  
Campus Box 8196  
Pocatello, ID 83209

### **Instructions for Instructor and/or Program Coordinator**

1. Please inform students of the availability of CEU recording and acquaint them with the information given on this sheet.
2. Have the standardized title (one that appears on approval form) available to students when they are filling out their CEU application form.
3. Check forms to see that all information is complete – most crucial information includes **social security number, standardized course title, course date, location by city, and student signature.**
4. Sign the form in space provided.
5. Collect recording fee of \$20 per class and hand out to the student the yellow copy of the CEU form; this will be his/her receipt.
6. Please inform students who wish to obtain a transcript that a **SEPARATE** \$5.00 to be paid to the Office of the Registrar is required.

### **Instructions to Students**

1. Please type CEU application form or **press very firmly and print legibly** – four copies are being made.
2. Make sure **social security number** is on the form in the space provided. This is how CEUs are recorded.
3. Check the course title. Be sure it is the **standardized title** given by the instructor or program coordinator.
4. Be sure the **date** of the course is on the form.
5. Identify the course **location by city**, not by facility.
6. **Sign form** and return with payment to the instructor or program coordinator.
7. **Please note:** The \$20 recording fee is separate from the \$5 transcript fee.

# Accounting for CEUs

## **Introduction and Background**

Public service and outreach is the deliberate effort of institutions to share its resources and expertise with the general population, business and industry, associations, governmental groups, and other entities for the purpose of enhancing the intellectual capital of all those in need of development and lifelong learning. Idaho's commitment to public service and outreach is defined in the Idaho State Board of Education's policy and procedures section at <http://www.idahoboardofed.org/policies/iii/1.asp>.

“Higher education in Idaho is committed, as part of its responsibility to the people of the state, to serving the needs of part-time students and adults requiring continuing education. Societal change, technological advances, certification requirements and licensing are but a few of the reasons why all institutions are committed to providing opportunities for citizens to continue their education regardless of location, age, and job responsibilities. The intent of these policies is to assist the colleges and universities in developing appropriate measures to ensure this access as part of their obligation to the people of Idaho. The policies also seek to encourage inter-institutional cooperation among the state's two-year and four-year institutions in providing continuing education.”

ISU is committed to delivering public service and outreach to the peoples of the state and beyond.

Early in the development of the Continuing Education Unit (CEU), the SBOE adopted the criteria for CEUs developed by the Council on the Continuing Education Unit (CCEC). The information found herein contains the broad, general policies of ISU on the CEU and its use in public service as well as continuing education programs in the institution.

## **Utilization of the CEU**

### ***Understanding the CEU***

As the nationally recognized unit for measuring participation in noncredit continuing education, the CEU's major value is to the individual who needs or desires to document continuing education involvement in programs that meet nationally agreed upon criteria assuring program quality. It is also a convenient unit of measurement for collecting, storing, analyzing, and presenting institutional and/or national data concerning continuing education activity. The generation of CEUs by colleges and universities is a by-product of an institution's pursuit of its continuing education mission, but it is not, nor should it be in itself, an institutional mission.

The CEU criteria are intended to simulate quality through improved program planning. The CEU relates only to the continuing education programs that make up part of an institution's public service activity. Continuing education programs will vary in complexity with some requiring much greater investment of institutional resources than others. Therefore, the CEU alone is not a complete measure of total institutional effort or productivity in public service and outreach. CEUs may be awarded for any qualified program that is at least one hour in length. Often learning experiences scheduled for relatively short periods of time are not adequately planned to meet the criteria.

### ***Definition of the CEU***

The International Association of Continuing Education and Training (formerly the Council on the Continuing Education Unit) defines the CEU as:

“Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.”

That definition is recognized nationally and has been incorporated into the accreditation standards of the Northwest Commission on Colleges and Universities (NWCCU). The NWCCU **Standard 2.H – Non-credit Programs and Courses** and **Policy A-9 Non-credit, Extension, and Continuing Education Studies** states that when offering courses that award Continuing Education Units (CEU), the institution follows national guidelines for awarding and recording CEUs.

### ***Definition of a contact hour***

A contact hour is one 60-minute clock hour of interaction between a *learner* and an *instructor*

OR

a *learner* and *materials* which have been prepared to cause learning

Contact implies a connection between a learner and a learning source. For the purpose of the CEU, that connection is two-way. The instructor or learning source must monitor the learner's progress and provide some form of feedback to the learner. This definition applies to face-to-face interaction as well as distance learning programs.

### **What can be counted**

The following learning activities are examples of types of activities to include when calculating contact hours for CEUs:

- classroom or meeting session time led by an instructor and/or discussion leader;
- activities in which a learner is engaged in a planned learning program in which the learner's progress is monitored and the learner receives feedback. (Examples include, but are not limited to, independent study, computer-assisted instruction, interactive video, web site learning, and planned projects);
- field trips, projects, and assignments which are an integral part of a learning program; and/or
- learner assessment and learning program evaluations.

### **What cannot be counted**

The following may be worthwhile learning experiences; however, they should be measured and documented by some form of measurement other than the CEU.

- Academic credit courses: CEUs may be awarded for academic credit courses which meet the CEU criteria; however, individual participants should not receive both CEU and academic credit.
- Association membership and leadership activities: Holding membership or serving in some leadership capacity in an association or society does not qualify for the CEU.
- Committee meetings: Participation in committee meetings and activities do not qualify for the CEU.
- Entertainment and recreation: CEUs may not be awarded for attendance at cultural performances, entertainment, or recreational activities unless they are an integral part of a planned course that meets the CEU criteria.
- Individual scholarships: CEUs may not be awarded for independent writing such as articles, books, research reports, or presentation of papers outside of a planned, directly supervised continuing education/training experience that fulfills the CEU criteria.
- Mass media learning programs: Learning programs delivered through the mass media (e.g. television, radio, newspapers) do not qualify for the CEU, unless these presentations are an integral part of a planned learning program that meets the CEU criteria.
- Some meetings, conventions, exhibitions: Meetings, conventions, and exhibitions, which attract large numbers of participants, involve different activities and are conducted primarily for information sharing purposes, generally do not qualify for CEUs. Planned learning activities within such learning programs, which meet the criteria, may be eligible for CEUs.
- Travel: Travel or participation in a travel-study program does not qualify for CEUs, unless the educational component of the travel-study program meets the CEU criteria.
- Unsupervised study: Individual, self-directed study or other form of independent learning experience that is not planned, directed, and supervised by a provider, does not qualify for CEUs.

- Work experience: On-the-job training and other work experiences do not qualify for CEUs unless the work experience is structured as part of a planned and supervised continuing education experience that meets the criteria. CEUs are not to be awarded for life or previous work experience.
- Breaks, lunch periods, and periods which are devoted to administrative tasks, such as student introductions and record keeping, may not be counted.

### **Minimum hours required**

CEUs should not be granted for learning programs that are less than one hour in length. Sessions within a learning program may be of any length. A learning program of short duration (one or two hours) often does not warrant the degree of planning required by the criteria. Caution should be exercised with shorter length learning programs ensure their adherence to the criteria.

### **Counting minutes in the contact hour**

The 60-minute hour is the standard for awarding CEUs.

### **Calculating the CEU**

- Determine the number of contact hours by adding all countable portions of the learning program per instructions above. (Example: A learning program has six 50-minute sessions with 10 minutes between for set-up. The number of contact hours would be computed as  $6 \times 50 = 300$  total minutes in organized, interactive learning; divided by 60 minutes = 5 contact hours.)
- Divide the number of contact hours by 10 to get the actual number of CEUs. (For the example above:  $5/10 = 0.5$  CEU).
- CEUs may be expressed in tenths of a CEU (i.e., 17 contact hours equate to 1.7 CEUs; 3 contact hours equate to 0.3 CEUs). Do not express the CEUs past the tenths place (i.e., if your calculation should be 1.78, express this as 1.8 CEU).

### **Maintaining records**

The maintenance of permanence records is the responsibility of the unit that provides the learning event and awards the CEU. These records must be maintained separately from attendance records and, in most cases, from personnel records. Records must be maintained for a minimum of five (5) years.

### **Quality Control**

Because continuing education tends to be more market-driven than traditional curricula, it is important to establish appropriate quality-control mechanisms at the school and institutional levels, and to assess how well programs address evolving educational needs. Generally, individual schools are responsible for monitoring the quality of their continuing education offerings. Courses for Continuing Education Units are usually also approved by the appropriate professional bodies often on a course-by-course basis.

Although the primary responsibility for the quality of continuing education will continue to rest with individual schools, the Coordinating Council suggests that there might also be a university role in quality control, with more uniform evaluation of instructors, format, and content of curriculum. As noted earlier, expansion of continuing education will require greater participation by full-time faculty if an appropriate level of quality is to be maintained.