

ISP 180

Continuing Education Units (CEUs)

PURPOSE

Establishes a structure for providing a continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

SUMMARY

A Continuing Education Unit (CEU) is given for completion of a unit of training. One CEU is defined as ten contact hours of participation and may be given in portions less than one CEU (e.g. 0.5 CEUs for a five hour workshop).

STANDARD

1. Granting of CEUs is determined by student achievement of learning outcomes
2. Course content and instructor credentials are approved by the appropriate college department
3. CEUs do not count towards college credit, but can be assembled into CPL credits using CPL process
4. CEUs are non-credit in themselves; however they can be assembled into college credits under the IACET (International Association for Continuing Education & Training) standard
5. A workshop outline must be on file with the Curriculum Office
6. The workshop instructor is responsible for teaching and submitting verification of attendance to the Registration & Records Office within the term the workshop takes place
7. Departments may issue a CEU Certificate of Attendance if they wish
8. A separate CEU transcript is maintained by the Registration & Records Office
9. The college is an approved provider to offer IACET CEUs. A department wishing to offer IACET CEUs will work with the Customized Training Department to be sure IACET requirements are met before the workshop can be offered

REVIEW HISTORY

College Council	Reviewed	November 21, 2014
ISP Committee	Reviewed/Still Current/ No change needed	January 23, 2009
College Council	Reviewed	May 16, 2003
Instructional Council	Reviewed	January 23, 1996