



SUBJECT: Professional and Continuing Education

Policy 801.4: Awarding of Continuing Education Units (CEUs)

Effective: April 2006 Revised: February 2024

Reviewed:

Policy

Non-credit educational activities offered through Continuing Education & Training may qualify for Continuing Education Units (CEUs) and OPI Renewal Units.

Educational Activity Criteria

- The activity must be planned in response to clearly identified needs of a specific group or target population.
- Learning purpose, objectives and outcomes must be specified for each activity prior to its initiation.
- Qualified instructional personnel must be directly involved in conducting and planning of the activity.
- Specific performance requirements for the award of CEU must be established prior to offering the activity. These should be a result of the activity's purpose, objectives and outcomes.
- Student registration procedures must provide sufficient detail to provide necessary information for a permanent record of individual participation.
- Evaluation procedures identified during the planning process are to be used to determine the effectiveness of the program.
- One Continuing Education Unit (CEU) is equal to ten (10) contact hours of participation in an organized Continuing Education & Training course s under responsible sponsorship, capable directions, and qualified instruction.
- A permanent CEU recording system will be maintained by the Continuing Education & Training department.

Suggested CEU Applications

The following are offered as illustrations of the kinds of continuing learning experiences for which CEUs would be offered.

- Activities to be used in fulfillment, or partial fulfillment, of certificate, specialized endorsements, or licensing requirements.
- Intensive training and education in technical and professional areas (i.e., for engineers, lawyers, doctors, teachers, managers, information technology, etc.)
- In-service training programs relative to new techniques, concepts, or developments.
- Activities sponsored by technical, professional or special-interest groups, designed to upgrade the performance of members in specified areas and/or share new information.

Limitations

The following types of learning activities ordinarily will not be awarded the continuing education unit:

- Activities that would result in less than 0.5 CEU.
- Activities leading to high-school equivalency certificates or diplomas.
- Organizational orientation training programs.
- Short-duration programs only casually related to any specific upgrading purpose or goal.
- Recreational activities without a structured, educational environment. Students may not earn both academic credit and CEUs for the same activity.