

EDINBORO UNIVERSITY OF PENNSYLVANIA

## **AWARDING CONTINUING EDUCATION UNITS-Policy No. A052**

Supersedes Policy No. A052, Dated November 28, 1989

Recommended for Approval By John F. Fleischauer, Provost and Vice President for Academic Affairs

Approved By Foster F. Diebold, President on April 2, 1993

Review Date: As Required

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### **INTENT**

To establish the procedures and guidelines for awarding Continuing Education Units (CEUs) by Edinboro University of Pennsylvania.

### **POLICY**

1. Opportunities for continuing education through non-credit learning activities are part of the mission of Edinboro University of Pennsylvania. Authority to determine which activities are appropriate for University endorsement resides in the Office of the President.
2. The recognized unit used to verify the completion of University approved non-credit learning experiences is the Continuing Education Unit (CEU).
3. All continuing education activities conducted in the name of Edinboro University of Pennsylvania must be conducted through the Office of the Institute for Research and Community Services.
4. The Continuing Education Office of the Institute for Research and Community Services shall have responsibility for the awarding of CEUs, and the maintenance of student CEU records.

### **PROCEDURE**

All continuing education activities which provide CEUs shall comply with the specific procedures contained in the Procedural Guidelines for Awarding Continuing Education Units document published by the Institute for Research and Community Services. These procedural guidelines are designed to clarify and facilitate the University's acceptance and implementation of continuing education activities regarding CEU documentation.

Attachment

PROCEDURAL GUIDELINES  
FOR  
AWARDING CONTINUING EDUCATION UNITS

Published by:

Institute for Research and Community Services

Edinboro University of Pennsylvania

Edinboro, Pennsylvania 16444

Date 8/01/88

The attached Procedural Guidelines for Awarding Continuing Education Units are the official University guidelines for use with University Policy #A052 Awarding Continuing Education Units (CEUs).

APPROVED BY Foster F. Diebold, President on April 2, 1993

I. BACKGROUND

A national planning conference was called in Washington, D. C., in 1968 under the joint sponsorship of the National University Extension Association, the American Association of Collegiate Registrars and Admissions Officers, the U. S. Civil Service Commission, and the U. S. Office of Education. The purpose of the conference was to determine the level of interest the participating associations had in the development of a uniform unit to measure noncredit continuing education. The meeting resulted in the creation of a National Task Force to determine the feasibility of a uniform unit of measure and to develop a proposal for field testing and gaining general acceptance of such a unit.

The ultimate achievement of the task force was the concept development and delineation of the Continuing Education Unit (CEU). By 1975 major universities throughout the country had adopted the measurement and recent surveys indicate that nearly all public and private educational institutions are using the CEU. Today, most private vendors of educational programming have also adopted the CEU as a marketing feature.

This guideline defines the CEU and the procedures used to implement the CEU for credit-free continuing education offered by Edinboro University of Pennsylvania through the Institute for Research and Community Services. However, an understanding of all details relative to this measurement requires a familiarity with the more comprehensive publication, The Continuing Education Unit, Criteria and Guidelines (1987), prepared by the National Task Force. This publication is the primary reference used in the development of Edinboro University's CEU Policy and Procedures.

## II. RATIONALE FOR THE CEU

The importance of credit-free (noncredit) continuing education instructional programs has become more and more apparent with the rapid technological changes experienced over the past two decades, and national trends indicate that credit-free continuing education will be a major component of American education in the closing years of this century. Employers, professional associations and governmental organizations are now using credit-free learning for appraising the personal, professional and occupational development of the individual, and this trend is rapidly increasing. To serve a critical need of institutions, enterprises, and individual students, a meaningful record of credit-free learning is required. In 1974 the National Task Force on the Continuing Education Unit, after six years of planning and study, published its final recommendations for a uniform unit of measure, the Continuing Education Unit (CEU).

The CEU is defined as:

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

The purposes of the CEU as defined by the National Task Force are to:

1. Establish permanent records of training and continuing education experiences for individual participants.
2. Provide a uniform system for accumulating and reporting comparable data for use in program planning, design, implementation, evaluation, administration, and fiscal management.
3. Establish a system of measurement for the collection of data on a state, regional, or national basis needed for policy determination and legislative action relating to the field of continuing education and training.

Edinboro University is establishing a leadership role in continuing education and plans to develop unique services to regional, national and international audiences through its Institute for Research and Community Services (IRCS). These University goals are confirmed by the approval of the concept of awarding CEUs for credit-free instruction.

## III. CRITERIA FOR CEU APPROVAL

Any activity which meets the following criteria may be considered for Edinboro University CEU approval:

1. The activity is a learning experience conducted in conjunction with the Continuing Education Office of the IRCS.
2. The activity is carefully planned and described in a written statement of (a) objectives and/or rationale, (b) program content, and (c) instructional methodology (see Exhibit I -- Pre-Planning Review Form and/or CEU Form 1).

3. The planning process and program development must involve participation by:

(a) Continuing Education personnel, and

(b) Edinboro personnel or non-Edinboro personnel appointed and approved through the IRCS.

4. The program content is presented in an organized manner.

5. One CEU is awarded for every ten hours of instruction. Instruction less than ten hours will be awarded an appropriate fraction of a CEU.

6. Pre-registration and registration procedures conform to the requirements specified for Continuing Education Programs through the IRCS.

#### IV. LIMITATIONS ON CEU APPROVAL

1. CEUs will only be awarded for activities conducted in conjunction with the Continuing Education Office.
2. CEUs will not be awarded for any activity which was conducted prior to being approved for CEU certification.
3. No CEUs will be awarded retroactively.
4. Awarding of CEUs will not be considered for any course carrying University credit.
5. CEUs will not ordinarily be awarded for the following activities or programs: committee meetings, policy-making activities, society and association convention meetings, entertainment and recreational events, on-the-job training, apprenticeships and other similar work experiences, individual scholarship, and self-directed studies. Such activities, when offered independently from a broader program, do not qualify for CEU approval. When offered as integral parts of broader programs, however, they may be considered for CEU certification.

#### V. DETERMINING THE NUMBER OF UNITS

In the conventional classroom situation, the contact hour relates to the instructional hour that is normally a minimum of 50 minutes. In some instances, such as workshops or seminars operating over several days, clock hours may be a more appropriate measure. In either case, only the number of completed instructional hours should be considered in assigning CEUs.

Following is a guide to determining number of CEUs:

1. Ten instructional contact hours are required for one CEU.
2. Fractional CEUs may be awarded on the basis of one-tenth unit for each full contact hour. For example, for a program with 17 contact hours, 1.7 CEUs may be awarded.

3. Less than one CEU per 10 contact hours may be awarded, but, more than one CEU per 10 contact hours is not permitted.

In credit-free continuing education programs, time devoted to the following and similar types of activities will not be included when calculating contact hours and CEUs:

1. Time devoted to business or committee activities.
2. Meeting time devoted to announcements, welcoming speeches or organizational reports.
3. Time for study, assigned reading, reports, written assignments and other related activities outside of the class or meeting schedule.
4. Scheduled time allocated to social activities, coffee breaks, luncheons, dinners, etc. (Luncheon or dinner presentations and activities which are an integral part of the educational experience may be included.)

## VI. ADMINISTRATION OF CEU PROCEDURES

### A. IRCS and Program Planning

The IRCS is responsible for determining if a course, program, or activity meets CEU criteria and the number of CEUs to be awarded.

#### I. Initial Proposal and Approval of an Informal Project

In keeping with the policy that the Continuing Education Office of the IRCS should be informed as early as possible of program ideas being considered for planning and development, the Pre-Planning Review Form and/or CEU Form 1 alerts the Institute to the possibility that CEU certification may be included in program planning. (See Exhibit 1).

- a. Items 8 and 9 on the Pre-Planning Review Form requests a program description and goals. These statements should be the initial draft of a course description and statement of objectives for the marketing materials and, ultimately, the student record.
- b. The Director of Continuing Education through information on the Pre-Planning Form and/or CEU Form 1 will approve or disapprove the awarding of CEUs.
- c. The Director of Continuing Education with help from the planning group which includes participating academic personnel and client group representatives, when possible, will determine the number of CEUs to be awarded.
- d. The Pre-Planning Review Form and/or CEU Form 1 which includes a brief description of the program activity, content level, objectives, format, total hours, and CEUs assigned, will be retained along with attendance and evaluation forms as a permanent record.

## B. IRCS and Program Administration

In addition to the marketing function, the IRCS is responsible for registering students, reporting grades and/or satisfactory completion, submitting payroll information, reporting final program data, and awarding certificates. To accomplish these procedures and to provide a basis for records and reports, program identification and cataloging is necessary.

### 1. Numbers

All noncredit courses are identified by a number. The Director of Continuing Education and Special Projects assigns a number to each program. The number is required for program identification on the Noncredit Registration.

- a. For repetitive programs, the number is a series designation for the topical area. These are fixed numbers permanently assigned to the respective courses.
- b. Non-repetitive courses are numbered consecutively with a two digit suffix indicating the year. Each year, beginning on July 1, the numbers are repeated, but with the updated suffix.
- c. Certificate program course numbers include the usual departmental abbreviation. The numbers are permanently assigned to the respective courses, and can be listed with course titles and descriptions in materials promoting the Certificate Programs.

### 2. Registration

A CEU Form 2 is used for all noncredit projects (see Exhibit II). This form requires the course number assigned, the course title, number of hours, and the number CEUs when they are to be awarded--if CEUs are not awarded, an "X" is placed in the respective block.

A social security number is required on each registration form---omission voids the total form.

### 3. Grades and Satisfactory Completion

Students completing CEU-approved courses may be awarded grades if required by their sponsoring agent. If grades are not required, satisfactory completion is reported for those students who are to receive CEUs.

- a. When grades are awarded for a noncredit activity, the University's grading system is used.
- b. When grades are not required, a satisfactory/non-satisfactory completion must be shown. A transcript will not be produced unless there is evidence that the student satisfactorily completed a noncredit course or activity. To meet this requirement the noncredit

attendance form (see Exhibit III) identifies course number and course title. Students must be listed on the roster with social security numbers. At the end of the program "S" is entered after the name of each student who satisfactorily completed the activity. A "U" is entered to show that the student did not satisfactorily complete the activity.

#### 4. Record of Program Completion

Students receive a standard credit-free certificate (see Exhibit IV) to show program completion and number of CEUs awarded. This certificate carries the student's name, program title and course number, the number of CEUs awarded, and completion date. Students are encouraged to use course numbers when requesting an official record from the Records Office.

#### 5. Registration Forms and Student Records

The following procedures apply to the functions essential to fiscal management and record keeping.

- a. Appropriate information from the Noncredit Registration form is forwarded to the Business Office along with memo transmitting collections.
- b. The Continuing Education Office retains noncredit registration forms until all matters relative to fee collections are resolved. At the end of each term (as per University Calendar) information from registration forms are entered into the data bank as a permanent record.

#### 6. Grades or Satisfactory Completion

Grades or satisfactory completion are reported to the Continuing Education Office at the conclusion of the program.

- a. Grades or satisfactory completion are reported by the instructor by roster using the Attendance Form. A student will not receive a completion report unless it is requested.
- b. Registration information and grades or satisfactory completion from the attendance form are matched by course number and social security number to produce a student record in the data bank.
- c. Student records will be provided to the students upon written request.

## VII. CONCLUSION

The CEU is a convenient unit of measure decimally related to the instructional contact hour. In addition to establishing a permanent record of training and continuing education experiences for University clientele, the CEU provides a measurement of the aggregate amount of continuing education activity conducted through Edinboro University. As such, the CEU will be used by the University as a data-collection tool in future planning of continuing education fiscal and programmatic resources. Use of this data will assist the University in consistently meeting its goal of leadership and unique services through continuing education.

## ADDENDUM

Several new programs being introduced into the Continuing Education offerings will require official transcripts of CUE's. At present no method exists for the facilitation of this request. Therefore, the following is recommended:

1. All records or grades and/or the issuance of a pass/fail rating will be kept and monitored in the Office of Continuing Education.
2. When a student makes a request for a transcript of CEU grades, such a transcript will be generated by the Office of Continuing Education.
3. The transcript will be signed by the Director of Continuing Education and Special Projects and will then have the official university seal applied to it by the Office of Records and Registration.
4. In keeping with the standard university policy for the issuance of a transcript, a fee of \$3.00 will be assessed for each transcript, with the first one being free.

Exhibits

**EXHIBIT I**  
**PRE-PLANNING REVIEW FORM**  
**and**  
**CEU FORM 1**

**PRE-PLANNING REVIEW**

1. Proposed Title (Clear & Concise):
2. Proposed Date(s):
3. Proposed Location(s):
4. Intended Audience (Specific as possible):
5. Rationale for Attendance (What will motivate people to attend):
6. Anticipated size of audience:
7. Best way to reach intended audience:
8. Program description (Abstract appropriate for promotional material):
9. Program goals (Scope of the program):
10. Recommended instructional staff:
11. Who should attend planning meeting:
12. Instructional format and topical outline: (Attached separate sheet)
13. Recommended number of CEUs: (Other certification potential)
14. Recommended instructor remuneration:
15. Recommended charge to participant:
16. Anticipated instructor travel agenda (and estimated cost if possible):
17. Unique instructional parameters and requirements (enrollment, text, facilities, visual aides, etc.):
18. Other considerations and comments:

**EXHIBIT II**  
**CEU FORM 2**

Please contact the Continuing Education Office for a copy of this Exhibit.

**EXHIBIT III**  
**NONCREDIT ATTENDANCE FORM**

Please contact the Continuing Education Office for a copy of this Exhibit.

**EXHIBIT IV**

**CREDIT-FREE CERTIFICATE**

Please contact the Continuing Education Office for a copy of this Exhibit.