CONTINUING EDUCATION UNIT
GUIDELINES

Providing Access To Change The Future

South Dakota State University
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Updated: May 2015
# The Continuing Education Unit (CEU)

## Purpose
The Continuing Education Unit (CEU) was created to provide a standard unit of measure of noncredit continuing education.

## Definition
One CEU = ten contact hours of participation in organized continuing education/training under responsible, qualified direction and instruction.

## Who can award CEU
The CEU is in the public domain. Use of the CEU is voluntary and no permission or approval is required. CEU may be awarded by accredited colleges or universities or by other institutions or organizations that have an ongoing educational program and meet the criteria for sponsoring and offering programs.

## Criteria for Awarding Continuing Education Units

### Administrative Criteria
South Dakota State University’s office of Continuing and Distance Education will fulfill the following criteria when administering the CEU process.

- **Organization.** Have a designated staff enabled to manage a schedule of continuing education programs.

- **Responsibility and Control.** Ensure that every noncredit activity, program, workshop, or course to which CEUs are awarded meets the CEU criteria as outlined below.

- **Records.** Maintain a permanent record of each learner’s participation and provide a copy of that record upon request.

### Program Criteria
Before CEUs can be awarded each noncredit activity, program, workshop, or course must meet the following criteria.

- **Needs Identification.** The non-credit program is planned in response to identified needs of a target audience. The topic should have relevance to the learner’s educational goals and/or job requirements.

- **Planning.** Preplanning should include input from representatives of the target audience to be served, faculty/presenters and other individuals having content expertise and recognition of the educational objectives to be met.
Learning Outcomes. Program materials must include clear and concise written statements of the objectives/intended learning outcomes. These should be determined by the knowledge, skills, attitudes the participant can demonstrate after completing the program.

Instruction. Those teaching the program should have the following qualifications:
- Competence in the subject matter
- Knowledge in the instructional technique(s) to be used
- Understanding of the objectives and intended learning outcomes of the activity
- Be able to communicate the course content at an appropriate level of understanding

Performance. Requirements for satisfactory completion of the program and awarding of CEUs are established prior to the offering of the program. Requirements must be agreed upon by the course coordinator, instructor and the office of Continuing and Distance Education. The requirements should be based on either the ability of the participants to demonstrate what they have learned, pre-determined levels of attendance, or a combination of both.
- Performance-based assessments may take many forms such as; demonstrations, written or oral exams, written reports
- Attendance-based assessment must be set at a high level and must be documented by attendance rosters or sign-in sheets.

Program Evaluation. What is the difference between assessment and evaluation? Assessment is the measurement of the individual learning outcomes based on the objectives. Evaluation is the measure of the quality of the program and the experience as a whole.

Records. Have a system to identify those who have satisfactorily completed the program or activity. If attendance is part of the requirement for receiving CEUs a system must be in place to monitor attendance.
### Calculating the CEU

**Definition: CEU**  
One CEU = ten contact hours of participation in organized continuing education/training under responsible, qualified direction and instruction.

**Definition: Contact hour**  
Contact hour = one 60 minute clock hour of interaction between learner and instructor or learner and materials which have been prepared to cause learning.

The instructor or learning source must monitor the learner’s progress and provide some form of feedback to the learner. This applies for face-to-face interaction as well as distance learning programs.

**What can be Counted**  
The following programs are examples of activities to include when calculating contact hours for CEU:

- Classroom or meeting time led by an instructor
- Projects, assignments and field trips which are a fundamental part of a learning program
- Activities, where a learner is engaged in a learning program and their progress is monitored and they receive feedback. For example, computer-assisted instruction, interactive video, web site learning and planned projects

**What CANNOT Be counted**  
The following activities are not intended to receive CEUs. These activities may be worthwhile learning experiences; however they should be measured by something other than a CEU.

- **Academic credit courses**: CEUs may be awarded for academic credit courses which meet the CEU criteria; however, participants cannot receive both CEU and academic credit.
- **Association membership and leadership activities**
- **Committee meetings**
- **Entertainment and recreation**
- **Individual scholarships**
- **Work experience**
- **Unsupervised study**
- **Travel**
- **Mass media learning programs**: Programs delivered through the mass media (e.g., television, radio, newspaper) do not qualify for CEU, unless these presentations are an integral part of a planned learning program, which meets the CEU criteria.
Minimum Hours

Proposed programs with less than ten hours of instruction (1.0 CEU) will be carefully considered against the criteria to ensure that sufficient time is available to build a measurable competency that can be considered a significant continuing education experience. No fewer than 5 hours of instruction (.5 CEUs) will be approved.

Counting Minutes in the Contact Hour

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

Calculating the CEU

Determine the number of contact hours by adding all countable portions of the program.

- Example: A learning program has six 50-minute sessions with 10 minutes between for set-up/breaks.
- The number of contact hours would be computed as: 6 x 50 = 300 total minutes in organized, interactive learning / 60 = 5 contact hours.
- Divide the number of contact hours by 10 to get the number of CEU. For the example above: 5/10 = .5 CEU
- CEU can be expressed in tenths of a CEU (i.e., 17 contact hours equals 1.7 CEU; 3 contact hours equals .3 CEU; if the calculation is 1.78 this should be expressed as 1.8 CEU)

Submitting a Program for CEU Approval

Checklist

Items to be submitted to the office of Continuing and Distance Education

- Program Approval Form (see attached)
- A Blank Course Evaluation Form (our standard form may be used (see attached) or one specific to the program can be developed)
- Itinerary or Agenda of event(s) – must include times and dates

A signed copy of the Program Approval Form will be returned to the sponsor indicating the number of CEU approved along with a CEU Participation Form to be completed by those participants wishing to receive CEU.
Conclusion of program

At the conclusion of the program, the following items must be returned to Continuing and Distance Education, Briggs Library 119 Box 2115, Brookings SD 57007-3504, no later than two weeks after program completion:

- Completed CEU Participation Forms – these forms must be signed by the instructor or program supervisor which will indicate the assessment for attainment of the individual learning objectives has been met.
- All CEU Course Evaluation Forms

Cost

The cost of the CEU charged by Continuing & Distance Education is $15.00 per person/per approved program. This fee covers the processing of CEU requests and maintenance of the participants file.

The $15.00 fee must accompany the completed CEU Participation Forms in order for CEU request to be processed.

Certificates

CEU certificates will be issued by Continuing and Distance Education to each participant submitting the Participation Form and $15.00 fee. They will be mailed to individual participants at the address provided on the Participation Form. The certificate will be the participants’ official documentation of program completion.

Replacement Certificates

Replacement certificates can be requested from the office of Continuing and Distance Education for an additional fee of $15.00.
Sources

Information used for developing these guidelines and forms was gathered from the following sources:


CEU Criteria and Guidelines – The National Task Force on the Continuing Education Unit


International Association for Continuing Education and Training (IACET). IACET The Continuing Education Unit. http://www.iacet.org/
CONTINUING EDUCATION UNIT PROGRAM APPROVAL FORM

1. Today’s date: __________________________________________________________________________

2. Title of program or activity: ______________________________________________________________________

3. Brief description of program or activity: ______________________________________________________________________

4. List of learning objectives and their outcomes (attach separate sheet if needed) ______________________________________________________________________

5. User-group, clientele, or target audience to be served: ______________________________________________________________________

6. Sponsoring organization: ______________________________________________________________________

7. Starting date: ___________ Ending date: ___________

8. Program format or type of instruction: Lecture ☐ Panel Discussion ☐ Group Activity ☐
   Teleconference ☐ Other ☐ (please specify)

9. Instructor(s) (please list by name and organization affiliation) ______________________________________________________________________

10. Number of CEUs requested ______________________________________________________________________

11. Location and address of program or activity ______________________________________________________________________

12. Description of evaluation procedure (provide blank evaluation form or use our standard evaluation form) ______________________________________________________________________

13. Method of assessment for performance of satisfactory completion of course/learning objectives (basis for granting CEU’s) Written exam ☐ Oral exam ☐ Self-assessment ☐ Performance of a skill ☐ Attendance (90% required) ☐ Other ☐

14. Is this program open to the public? If so may we include it on our calendar/website (please include contact and registration information) ______________________________________________________________________

15. Submitted by: ______________________________________________________________________
   Contact information: Phone: ___________ Email: ______________________________________________________________________

For office use only: APPROVED:

__________________________________________________________________________
Number of CEUs approved

__________________________________________________________________________
Coordinator, Continuing & Distance Education Date
CONTINUING EDUCATION UNIT PARTICIPANT REGISTRATION FORM
(Please Print Clearly)

Name:___________________________________________________________

Address (for mailing certificate):__________________________________________

Email address (for mailing certificate):_______________________________________

City:_________________________ State:____________________ Zip:___________________

Phone No.____________________(h)_____________________(w) Male____ Female____

Educational Level: High School____ Bachelors____ Masters____ Other_______________

Present Position:_________________________ Employer:__________________________

Address of Employer:_______________________________________________________

City:_________________________ State:____________________ Zip:___________________

Have you ever taken CEU credits from SDSU:___Yes ___No  Last Date:________________

Title of CEU program or activity:______________________________________________ Date:________________

Location of CEU program or activity (City, building, etc.):________________________

______________________________________________________________________________

Brief description of program: _____________________________________________________

______________________________________________________________________________

Number of CEU’s completed during this program: ________________________________

Please return completed form and $15 to:
Continuing and Distance Education
Briggs Library 119, Box 2115
Brookings, SD 57007-3504

Signature of Instructor ______________________ Date __________

or

Program Supervisor

_________________________________________________________