

The CEU – Continuing Education Unit

Through the University of Arizona Outreach College, your organization can offer programs which provide a permanent educational record of credit, known as Continuing Education Units (CEUs).

THE CEU

Continuing education units are an effective way to measure, record, and report a person's participation in continuing education activities. They are a nationally recognized and respected method of granting nondegree credit.

MEASURING CEUs

Participants earn one CEU for each 10 "contact" hours spent in an organized educational activity. According to requirements set by the National Task Force on Continuing Education, this activity must meet under the direction of an approved sponsor and qualified instructors.

Generally, a 60-minute clock hour is the standard of measurement for each contact hour. Any portion of an hour does not count toward CEUs.

The total number of CEUs awarded depends on how much time your participants spend in a formal learning situation. Other educational activities connected with the program are also considered. The number of contact hours and CEUs must be determined and approved before the program begins.

HOW STUDENTS USE THE CEU

Participants often use CEUs to meet career requirements. For example, your industry may have continuing education standards for licensing, certification, or registration. As a permanent record, CEUs can also help demonstrate professional competence, career development, vocational growth, and personal achievement.

WHAT THE CEU IS NOT

Since CEUs are not equivalent to academic credit, they are considered nondegree units of credit. However, CEUs are accepted by some colleges and universities. Please check with your institution for details.

QUALIFIED ACTIVITIES

CEUs are awarded for participation in educational activities with professional associations, business and industry, occupational groups, and education. Workshops, seminars, training programs, conferences, institutes, and short courses may qualify.

As a guideline, these activities must be developed for a specific clientele, with the purpose of professional updating, recertification, relicensing, retraining/vocational adjustment, or new career orientation.

CRITERIA

The National Task Force on Continuing Education has established criteria for CEU-qualified activities. The guidelines require:

1. Through planning. Since your program is meeting the educational needs of a specific target population, your participants should have a chance to provide input in the planning process.
2. Statement of purpose. Your program needs to include a statement of need, educational purpose, and specific objectives.
3. Qualified instruction. Your CEU program application also includes instructor résumés or vitas, which are reviewed by The University of Arizona Outreach College.
4. Program evaluation. During the planning process, your organization outlines an evaluation process that measures how well the activity met your educational objectives.

APPLYING FOR CEUs

The following pages contain the CEU program application form. Before your program begins complete the form and return it to UA Outreach College. There is a CEU program application fee of \$40.00 payable at the time of the request. If your program is not approved for CEUs, the \$40.00 fee is refunded. You will be notified within two weeks if the program is approved for CEUs. CEU participant application form is sent along with the approval letter. There is a \$25.00 participant application fee payable when the transcript is requested.

CEU PROCEDURES

CEUs are awarded after your workshop or program ends. The process is very easy.

1. Each applicant completes the CEU participant form and remits the \$25.00 fee.
2. The request is sent to UA Outreach College Registration Department. CEU transcript is sent to the participant within a two week period of the request. CEU transcripts will be sent to the individual but may also be sent to any institute the participant requests.
3. Participants can request copies of the transcript at any time for an additional fee.

UA Outreach College
Registration Department
USB Rm 322
PO BOX 210158
Tucson, AZ 85721-0157
Phone: 520-621-7724
Fax: 520-621-3269
Email: harkinsj@email.arizona.edu

General Continuing Education Unit Application Form

For Office Use

File #: _____

Approval Granted for: _____ CEUs _____
Signed Janet Harkins, CEU Coordinator Date

Program Title:

Program Date(s) & Time(s):

Program Location:

Sponsoring Organization(s):

Program Coordinator/Contact Person: (Name, mailing address, phone, FAX, e-mail)

Program Description:(Included on CEU transcript):

Registration Fee-- \$

Total Enrollment Expected
CEU Applicants Expected

(CEU applicants pay \$25.00 fee)

Total No. of Contact Hours
Total No. CEU's Requested

Note: One CEU is equal to ten instructional contact hours.

Format

- ___ Conference
- ___ Seminar
- ___ Workshop
- ___ Training Program
- ___ Other

NOTE: UA Outreach College CEU archivist requires an alphabetized list of all attendees.

Pre-Program Information: *Regarding CEUs, what information will your audience receive prior to attending the program? Please indicate the statement that will appear in the brochure or registration letter.*

Needs Identification: *What educational needs are being addressed by your program?*

Audience: *Who is your target audience?*

Learning Outcomes: *What are participants expected to learn from this program?*

Instruction: *What are the names of the instructors for the program? Please enclose a résumé/vitae or each instructor.*

Content and Methodology: *What specific teaching strategies will be employed in the program? Please enclose a program outline.*

Assessment: *How will you assess whether the intended learning outcomes were met?*

Evaluation: *What criteria will be used to determine satisfactory completion of the program for Continuing Education Units?*