**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**

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| College Council | Reviewed | October 21, 2016 |
| 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 |