

**SUBJECT: Continuing Education Units (CEUs)**

**PURPOSE:** Recognizes participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

**REGULATION:** One CEU is defined as ten contact hours of participation.

**CONDITIONS:**

1. CEUs reflect attendance only, **unless they contain an assessment component.**
2. Course content and instructor credentials are approved by the appropriate college department.
3. **Attendance-based CEUs do not count toward college credit. Assessment-based CEUs (or CEUs with an assessment component with sufficient contact hours) can assemble into CPL credits.**
4. CEUs are non-credit **in themselves; however, they can be assembled into college credits under the IACET standard.**
5. A workshop outline must be on file in the Curriculum Office for approval.
6. The 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 (International Association for Continuing Education & Training) 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.

**APPROVALS:**

Instructional Council  
College Council  
ISP Committee  
College Council

January 23, 1996  
May 16, 2003  
(Reviewed/Still Current policy/No Change Needed) – January 23, 2009