THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

CEU REPORTING POLICY

-Interim-

Number 02.01.23

Division Academic Affairs

Date October 1, 2014

Purpose

The purpose of this policy is to establish and maintain a well-defined and clearly understood administrative structure for the reporting and record-keeping process of non-credit continuing education programs and activities sponsored by the University.

Policy

This policy establishes an administrative structure for the reporting and record-keeping of non-credit continuing education programs and activities sponsored by the University. Following this policy allows the University to maintain the administrative structure that meets the requirements for accreditation under Standard 3.4.2 of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This includes the use of and record-keeping process for Continuing Education Units (CEUs). The policy 1) provides for uniform application of the CEU across the University, 2) outlines the foundation for a central records and reporting system, and 3) assures a uniform approach for quality assurance in non-credit continuing education programming.

Procedures I. Reporting and Record-keeping Process for Continuing Education Activities and Continuing Education Units (CEUs)

A. Definition of Continuing Education Activity

Continuing Education activity encompasses non-credit educational programs purposefully and deliberately initiated, planned, organized or hosted by a University academic or business unit. All continuing education programs must be consistent with the institution’s mission and vision.
Programs seeking to improve work-related skills, provide personal learning enrichment, support community or economic development, or encourage civic engagement are recognized as Continuing Education activities. Programs may be delivered synchronously or asynchronously. Formats may include but are not limited to: Classroom instruction, online learning, conferences, workshops, and lectures.

*Continuing Education Activity:*
- Encompasses all educationally based outreach programs offered or hosted by the University;
- Documents outreach activities on behalf of the University;
- May, but does not necessarily, confer recognition of individual participation or successful completion through the issuance of CEUs; and
- Allows for recording and reporting of all forms of the University’s continuing education effort.

The University of Alabama in Huntsville engages in significant non-credit continuing education activities and programs. All continuing education activity, regardless of type, must be documented and reported through The Division of Professional and Continuing Studies (PCS) to ensure University compliance with SACSCOC Principles of Accreditation. The guidelines for awarding Individual and Institutional CEUs are based on SACSCOC *The Continuing Education Unit: Guidelines*. These guidelines themselves are drawn from CEU criteria disseminated by the International Association for Continuing Education and Training (IACET) and other continuing education authorities (www.iacet.org/standard-references-list).

**B. Types of Continuing Education Records**

The Division of Professional and Continuing Studies is responsible for maintaining two types of continuing education records: (1) documentation of each non-credit program and activity, and (2) documentation of each participant awarded Individual CEUs. Permanent participant records are made only for those who
successfully complete an approved program/activity and meet the established criteria for awarding Individual CEUs.

The two records are used to provide reports internally for University administration, externally for organizations such as the Alabama Commission on Higher Education and the Southern Association of Colleges and Schools Commission on Colleges, and to produce Individual CEU record transcripts for eligible participants.

C. Use of the Continuing Education Unit (CEU)

The CEU is a uniform unit that measures individual participation in non-credit continuing education. The CEU serves as the University’s accepted format for reporting institutional compliance with SACSCOC comprehensive standard 3.4.2, which requires that “continuing education, outreach, and service programs are aligned with the institution’s mission.” All significant post-secondary level learning experiences for which degree credit is not earned should be recognized through the use of the CEU, reserving the term “credit” for those learning activities which generally lead to a degree or diploma.

Individuals may use personal records reported in CEUs to meet requirements for:
- Maintenance or improvement of professional competencies;
- Documentation of continuing qualifications for licensure, certification or registration;
- Evidence of personal and vocational growth and adjustment to meet changing career demands;
- Preparation for a new career by personal preference or as caused by the pressure of individual or technological obsolescence; and/or
- Demonstration of a conscious and persistent effort toward personal development.
D. Awarding of the Continuing Education Unit

Universities must adhere to the SACSCOC guidelines to award Individual and Institutional CEUs. The CEU is used to recognize adult participation in non-credit courses, workshops, and programs. One CEU is defined as 10-contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. The number of contact hours and appropriate CEUs must be determined and approved prior to the beginning of the program, but only after the objectives, content, format, methods of instruction and program schedule have been established.

Non-credit continuing education and outreach programs arise from a planned response to specific identified educational needs of a targeted group. This need is assessed and incorporated into the program (learning experience) through a structured planning process. The program’s developer (faculty, subject-matter experts) should identify from the onset whether the design goal is a Category 1, 2, or 3 activity (listed below); the program is then developed to meet the appropriate criteria.

**Category 1. - Individual CEUs** recognizes formal, organized continuing education non-credit instructional activities that comply fully with national guidelines for administrative and program matters, and which award CEUs or other recognized units to individual participants. A permanent record is maintained of the program and for individuals who are eligible to receive the program’s respective CEU awards.

The following program criteria is required to award Individual CEUs:

- The non-credit activity is planned in response to an assessment of an educational need for a specific target population and is aligned with the University mission.
- The non-credit activity is actively sponsored and directly coordinated by at least one UAH academic/business unit.
The program has been approved and processed through the PCS Outreach Office for the awarding of Individual CEUs following the established PCS guidelines.

There is a statement of learning objectives and rationale.

The program content is well organized, presented in a sequential manner, and clearly documented.

The activity is of an instructional nature and provided through an appropriate method of delivery.

The instructional personnel are well qualified by education and/or experience, and such qualification is appropriately documented.

The registration process for program participants to provide the necessary data for reporting and transcript maintenance is pre-arranged and coordinated through the PCS Non-credit Registration Office. (Fees will apply, unless waived by Provost and/or PCS Director.)

Participants are asked to evaluate the program and a summary of the responses are maintained for record keeping.

There is provision for assessment of learning of each individual participant appropriate to the materials presented (i.e. level of attendance, quizzes, projects, classroom participation).

Individual attendance must be appropriately documented and provided to PCS for record keeping. (Partial CEUs may not be awarded.)

Sponsors may not select to issue CEUs to some, but not all, participants who meet the established criteria.

Approved CEU programs should normally be offered for no less than four contact hours (0.4 CEU credits).

**Category 2 - Institutional CEUs** recognizes formal, organized continuing education non-credit instructional activities that respond to the needs of participants, which represent a substantial investment of time and resources by the University, but which are not designed to comply fully with all CEU criteria. This category often includes personal and community development educational activities. Participants are not awarded CEUs but a permanent record of the program and a validated headcount of attendance is maintained and reported.
The following program criteria is used in awarding Institutional CEUs:

- The activity is a planned educational experience with a written statement of purpose.
- The activity is sponsored by a University academic/business unit qualified to determine the quality of the program content and to select and approve the resource personnel utilized.
- Record of attendance, required for institution reporting use, and a file of program materials are maintained by the academic/business unit, and reported to the PCS Non-credit Registration Office (reference Section II.A). Attendance records may be in terms of a validated headcount.

**Category 3 – Outreach Only** is a residual category for all non-credit activities which are not Categories 1 or 2 but which contribute to the outreach mission of the University, involve commitment of time and resources, and are officially sponsored by the University. These activities may or may not register individual participants; only a validated headcount is required for record-keeping. Evaluation is at the discretion of the responsible faculty/staff member of the sponsoring University academic/business unit. Individual and Institutional CEUs are not awarded but a permanent record of the program is maintained and reported by the PCS Non-credit Registration Office.

**E. Calculating Contact Hours**

The contact hour is defined as a typical 60 minute classroom instructional session or its equivalent. In informal formats, the clock hour should be used. When the appropriate number of instructional or contact hours has been determined, CEUs are assigned on the basis of one unit for each 10 contact hours and one-tenth unit for each additional full contact hour. Fractions of 50 minutes or greater may be rounded up. Fractions from 30-49 minutes round down to 30, and fractions less than thirty minutes are discarded.

When activities have been approved for the awarding of CEUs and the number of units for the activity has been determined, those
individuals who satisfactorily complete the activity will receive CEUs. Satisfactory completion is determined by the program director or instructor on the basis of criteria for completion developed by the planning group for the program or activity and in compliance with CEU standards.

In calculating the contact hours, the following factors may be included:

- Classroom or meeting session hours with direct participation between the learner and instructor or discussion leader are counted as contact hours.
- Laboratory sessions, clinical experiences, field trips and activities using non-traditional methods of instruction may be awarded CEUs, but the contact hours must be based on the equivalent instructional class hours.
- For correspondence or self-study courses, the number of CEUs to be applied should be based on the time that the sponsor estimates is required by students to complete the course at a satisfactory level.

Time devoted to the following and similar activities may not be included when calculating contact hours for CEUs:

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

F. Alternatives to the CEU

National CEU guidelines were first disseminated in 1968 by the Council on the Continuing Education Unit, the original entity which became the International Association for Continuing Education and
Training (IACET), and is regarded as the national caretaker of the CEU. The CEU continues in general use by institutions of higher education as the standard measure of continuing education. In the intervening years, many professional organizations, state professional regulatory agencies, and other entities have created additional requirements or alternative measures (CLEs, CFEs, PDUs, etc.) for their constituent members in completing requisite professional development. Many of these accept the standard CEU at face value; others require a program-by-program review process, and even approval as a “certified CE provider.” UAH’s CEU is generally accepted across the professions because of its conformance to national guidelines and the good academic reputation of the University. However, individuals are responsible to research the licensure or continuing education requirements of their specific professional area to determine if there are additional requirements.

II. Application and Program Reporting Procedure

Each University academic or business unit is responsible for the timely and accurate reporting of all non-credit educational programs and outreach activities each term. This information is used to provide central documentation and reporting of all University-sponsored non-credit educational activities, meet the requirements for awarding Individual and Institutional CEUs as stated in Section I.D. and to adhere to SACSCOC standards. (Details and forms are available on PCS.uah.edu/Outreach.)

To provide clear language, non-credit continuing education programs and outreach activities are divided into the three categories defined in section I.D. All programs require the submission of a completed Program/Activity Record form. Programs which meet Category 1 criteria also require the submission of an Individual CEU Application form per the guidelines listed below.
A. Category 1, 2, and 3 - Program/Activity Report

*Program/Activity Record* form must be submitted for each individual program, course, activity, or event. A permanent record of the program and a validated headcount of attendance is maintained and reported. For Category 2 or 3 programs, a completed and signed form must be submitted at least 10 business days prior to the program start date. Upon program completion, the actual number of participants or notice of cancellation must be sent to PCS Non-credit Registration Office to allow accurate record keeping.

Category 1 programs complete the *Program/Activity Record* form as well as follow the additional requirements listed below.

B. Category 1 - Individual CEU Application

*Individual CEU Application* form must be completed for each Category 1 program to request the awarding of *Individual* CEUs, in addition to the *Program/Activity Record* form. These forms must be submitted for approval and processing by PCS at least 30 business days prior to the start date of the program and prior to any public statement of the awarding of CEUs. All required documentation must be provided in an approved format.

A PCS representative will contact the unit upon receipt of the application and set up a meeting to discuss the program criteria and process. Fees for establishing the *Individual CEU* program files and registration will apply, unless a waiver has been obtained through the Director of Professional and Continuing Studies and/or the Provost. Fees vary based on the enrollment size, method of registration, and other required services.

Approved programs are given written approvals, which include a PCS Session Number, method of registration for participants, and the number of CEUs and contact hours approved by PCS.

Documentation of program participants and related attendance record, CEU award status, and an evaluation summary must be submitted to
PCS within fourteen days of program completion. Submissions may be completed electronically or via an alternative approved format.

**Review**

Academic Affairs will review the policy every five years or sooner as needed.

**Approval**

________________________
Chief University Counsel

________________________
Provost and Executive Vice President for Academic Affairs

**APPROVED:**

________________________
President
Program/Activity Record

The University of Alabama in Huntsville

(Please print clearly or type) Date Submitted: __________________________

This information is used to meet University record keeping and reporting requirements, in support of SACSCOC Standard 3.4.2. All non-credit educational programs should be reported and classified by category of activity. Only Category 1 programs may award Individual CEUs; prior approval and processing is required. (See PCS.uah.edu/Outreach for instructions on submitting Individual CEU Application form.)

Select Program Category Requested:

_____ Category 1 - Formal non-credit instruction with Individual CEUs awarded; also submit Individual CEU Application.
_____ Category 2 - Formal non-credit instruction (Institutional CEUs; No transcripts of individual participants)
_____ Category 3 - Other outreach activities, informal instruction, presentations, etc. (University Reporting only)

Forms for Category 2 or 3 programs should be submitted at least 10 business days prior to the program start date. Category 1 should follow procedures listed on PCS.uah.edu/Outreach. Upon program completion, please report the actual number of participants or notice of cancellation to PCS Non-credit Registration Office (256-824-6010 or pcsregistration@uah.edu).

Note: Please submit (1) copy of program brochure or other description material with this form.

Program/Activity Title: ___________________________________________________________

Type of Learning Activity: Lecture _____ Workshop _____ Conference _____ Other (describe) ______________________

Begin Date: ____________ End Date: ____________ # of Meeting Days: ____________ Total Program Hours: ____________

Brief Description of Activity (attach additional page, if needed): ______________________________________________________

__________________________________________________________

Sponsoring College/Business Unit: __________________________________ Dept.: __________________________

Sponsoring Faculty/Staff Coordinator: __________________________________

Phone: _______________________ Email: __________________________

Co-Sponsor(s) of Program (if any): __________________________________

Location of Program: On-campus _____ Off-campus _____ Online _____

Institution Building Room #

Street Address City State Zip

Estimated Attendance: ______ Target Audience: ______________________________________________

Participant Waiver Form will be required: No _____ Yes ____ (If yes, attach explanation and copy of form.)

Will any planner and/or presenter have a commercial conflict of interest or promote for-profit services and/or products?

No _____ Yes ____ (If yes, please attach explanation.)

Registration Fee (If Any): ________ Program Web Page (if available): ____________________________

Faculty/Staff Coordinator Date Dean/Director/Vice-President Date

Submit to: Division of Professional and Continuing Studies - Wilson Hall, Room 144 256.824.6013
For PCS Internal Processing Only:

INITIAL SET-UP OF PROGRAM/ACTIVITY

Term/Year: ________________________________________________________________  

Form Received By: _____________________________________ Date: ________________

Submitting Individual CEU Application: Yes _______ No _______

Initial Record and File Created: ________________________________________________

Comments:_________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

VALIDATION AND CLOSING

Validated Attendance of Program/Activity: ________________________________________  

Provided by Sponsor: __________________________________________________________  

Contact Name __________________________ Date ______________

Updated File and Session Closed: __________________________________________________  

PCS Representative __________________________ Date ______________

Comments:_________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Individual CEU Application  
The University of Alabama in Huntsville

(Please print clearly or type)  
Date Submitted: ________________________

Individual CEU Application must be completed for each Category 1 program to request the awarding of Individual CEUs, in addition to the Program/Activity Record form. These forms must be submitted for approval and processing by PCS at least 30 business days prior to the start date of the program and prior to any public statement of the awarding of CEUs. All required documentation must be provided in an approved format. (See PCS.uah.edu/Outreach for details).

A PCS Coordinator will contact the unit upon receipt of the application and establish a meeting to discuss the program criteria and process. Fees for establishing the Individual CEU program files and registration will apply, unless a waiver has been obtained through the Director of Professional and Continuing Studies and/or the Provost. Fees vary based on the enrollment size, method of registration, and other required services.

REQUIRED ATTACHMENTS:  
1. Instructor(s) resume or CV  
2. Program agenda/schedule (including days/times)  
3. Draft of evaluation form  
4. Other pertinent program materials  
5. List or draft copy of promotional materials (program brochure, flyer, ads)

Instructional Personnel:  
UAH Faculty____  Other _____

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How was need for the program determined?  
______________________________________________________________________________
______________________________________________________________________________

List educational learning objectives (attach additional page, if needed):  
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Learning Outcomes - The program strives to change the participants:  
____ Awareness of the topic  ____Knowledge of the topic  ____Specific skills related to the topic

Requirements for Assessment of Completion:  
______________________________________________________________________________

Method of Evaluating Program Content by Participants:  
______________________________________________________________________________

Is this program open enrollment:  
No _____  Yes _____  # Participants Expected:  Min_______  Max_______

Who will be paying for the CEUs?  
Originating Sponsor ________  Individual Participants ________

Documentation of CEUs for each participant (letters/certificates)? (Additional fee applies)  
No _____  Yes _____

Faculty/Staff Coordinator  
Date  
Dean/Director/Vice-President  
Date

PCS APPROVAL:

PCS CEU Coordinator  
Date  
PCS Director  
Date

Submit to: Division of Professional and Continuing Studies - Wilson Hall, Room 144  
256.824.6013
For PCS Processing Only:

INITIAL SET-UP OF PROGRAM/ACTIVITY

Term/Year: ____________________________________________________________

Form Received by: ______________________________________________________ Date: __________________

Submitted Program/Activity Record: Yes ______ No ______

Initial Record and File Created: __________________________________________

Comments: __________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

VALIDATION AND CLOSING

Validated Attendance of Program/Activity: __________________________________

Provided by Sponsor: __________________________________________________________

Contact Name Date

Updated File and Session Closed: __________________________________________

PCS Representative Date

Comments: __________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Submit to: Division of Professional and Continuing Studies - Wilson Hall, Room 144  256.824.6013