

# The Continuing Education Unit (CEU) Guidelines at the University of Minnesota

The CEU is an internationally recognized unit of measurement for participation in noncredit, continuing education programs. Adults who participate in University of Minnesota programs that award CEUs will have a permanent University record of the CEUs they have received through such participation.

One CEU is defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

## Criteria for Awarding the CEU

The College of Continuing Education reviews applications for CEU approval to determine if the programs meet the following criteria.

### Sponsor Responsibilities

**Planning** – Each activity is planned in response to educational needs, which have been identified for a target audience.

**Purpose** – Each activity has a clear and concise written statement of intended learning outcomes.

**Instruction** – Qualified instructional personnel are involved in planning and conducting each activity.

**Content** – Content and instructional methods are appropriate for the intended learning outcomes of each activity.

**Demonstrated outcomes** – Participants must demonstrate their attainment of the learning outcomes, through, for example:

Questions and answers, discussions, summaries, case studies; demonstrations, simulations, games in baskets exercises; written or oral examinations, written exercises, reports; projects, plans, decision-making exercises.

**Program Evaluation** – Participants evaluate each learning activity. The primary focus of the evaluation should be whether the intended learning outcomes were achieved.

**Learning Environment** – The sponsor provides an appropriate learning environment and support services.

**Sponsor responsibility** – The sponsor has an identifiable unit, group, or individual with clearly defined responsibilities for developing and administering learning activities.

### College of Continuing Education Responsibilities

**Review Process** – The College of Continuing Education has a review process in place that ensures that CEU criteria are met.

**Records** – The College forwards a complete record of each individual's participation to the University of Minnesota which maintains a permanent record of CEUs; copies are available upon request.

### Calculating and Awarding CEUs

1 CEU = 10 contact hours. Total program must be at least one-hour long to earn CEU credit. The CEU may be awarded in whole units or fractions of a unit – 0.1 unit for each additional full contact hour and 0.05 unit for each additional half hour.

When calculating the number of CEUs for a course, the number of contact minutes should be totaled and divided by 60 to arrive at the number of contact hours. Total contact hours should then be divided by 10 to obtain the number of CEUs. CEUs may be expressed in tenths of a CEU; that is,

17 contact hours equals 1.7 CEUs; a three-contact-hour program converts to .3 CEU.

### Partial CEU Awards

Partial CEUs may be awarded if, in the judgment of the sponsor, the individual attended a sufficient portion of the program to accomplish the learning objectives.

CEUs may *not* be awarded retroactively. A determination must be made before a program is conducted that it meets the criteria and has been approved by the sponsor's internal review process.

### Types of Programs Awarded CEUs

1. Noncredit evening and special classes, conferences, workshops, seminar, clinics, independent study programs, computer-assisted instruction, video, and planned projects.
2. Noncredit intensive courses or programs in technical or professional areas.
3. In-service training programs on new techniques or in technical areas.
4. Programs to be used in partial fulfillment of certificate or licensing requirements.
5. Programs sponsored by professional societies through the University, designed to upgrade members in occupational or technical areas.
6. Paraprofessional and vocational training programs.

### Type of Programs Not Eligible for CEUs

1. Academic credit courses. CEUs may be awarded for academic credit courses that meet CEU criteria; however, individual participants may not receive both CEUs and academic credit.
2. Association membership and leadership activities.
3. Committee meetings.
4. Entertainment and recreation.
5. Individual scholarship.
6. Mass media programs.
7. Some meetings, conventions, exhibitions conducted primarily for information-sharing purposes.
8. Travel.
9. Unsupervised study.
10. Work experience.
11. Youth programs.

### For further information, contact:

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