Continuing Education Units (C.E.U.) Policy

Approved FPCC BOD

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Section I - Introduction

This policy utilizes standards representing both Northwest Commission on Colleges and Universities and the International Association for Continuing Education and Training (IACET). The Northwest Commission on Colleges and Universities (NWCCU) is the regional higher education accreditation agency that accredits Fort Peck Community College. IACET is the internationally recognized organization for standards and authorization for continuing education and training. For more information about IACET access their URL at WWW.IACET.ORG.

Continuing education, while always at the forefront of institutional change, is changing within itself at a rapid pace. Programs that seemed evolutionary, even revolutionary, such as distance learning, accelerated degrees, degree completion programs and individualized learning contracts are becoming commonplace. Institutions of all sizes are competing for the adult student market, the fastest growing population in higher education (Kokolus, 2003). The staff and faculty of Fort Peck Community College will explore new frontiers that we believe are possible in continuing education as we fulfill the mission of our institution. CEU.s. Where C.E.U. are included in an institution's educational program, NWCCU expects that careful attention be taken to developing a comprehensive record system that gives appropriate recognition to the individual student and accounts for the institutional effort and resources expended to create such offerings (NWASC-CoCU,1999).

- A Continuing Education Unit (CEU): is a unit of measure for non-credit activities and can be used to record an individual's participation in formal classes, courses and programs as well as in nontraditional modes on non-credit education, including forms of independent, informal and experiential study and learning (NWASC-CoCU, 1999, p.121).
- C.E.U.s are available through FPCC and meet professional development requirements for individuals in careers such as counseling, education, childcare, medicine, agriculture, animal science (i.e. cattle pregnancy testing, artificial insemination, equine dentistry, the Tribal Education Conference, Nakona Hand game, Dakota Moccasin Game, Global Positioning Systems GPS, etc.).
- Relationship between the CEU and college credit: The CEU was developed for learning events, usually of short duration, which are not part of an academic degree program. The CEU cannot be offered for training or education for which college credit is granted. The CEU, however, when included in an individual's portfolio along with work experience, may be evaluated by some colleges and universities who assess prior learning activities (IACET, 2003). It needs to be noted that FPCC does not grant prior learning toward college credit.
- Units Earned: For each hour in the class, conference or workshop, a unit of .10 is awarded.
- Fee: Participants who wish to earn CEUs are charged a flat $10 fee regardless of the number of units offered. No registration fee or application fee will be charged. If a person lacks the financial resources to pay for a CEU, a hardship waiver request can be made to the Vice President of Academics.
- Grading: Pass/Fail
- Requirements for CEU approval: Please submit the following information to FPCC Registrar regarding your class, conference or workshop at least two weeks prior to the offering:
    1. Title of class, conference or workshop
    2. City and meeting place

3. Dates and times indication exact hours of instruction (must be at least one hour in length)
4. General topic outline or flyer/brochure
5. Instructor/presenter names and credentials
6. Name, phone number, and mailing address of contact person to whom registration forms should be sent (please indicate how many forms will be needed).
7. Learning Outcomes: The provider has clear and concise written statements of intended learning outcomes (e.g. behavioral or performance objectives) based on identified needs for each continuing education and training event (IACET, 2003).
8. Planning and Instructional Personnel: Qualified personnel are involved in planning and conducting each learning event (IACET, 2003).
9. Content and Instructional Methods: Content and instructional methods are appropriate for the learning outcome of each event.
10. Assessment of Leaning Outcomes: Procedures established during event planning are used to assess achievement of the learning.

- Please note that if the class, conference or workshop is originating within FPCC, then the department where it originates is responsible for the requirement for CEU approval (see above). If the class, conference, or workshop is originating outside of FPCC, then the requirements for CEU approval will be the responsibility of the Administrative Assistant to the President.

- For more information, contact:

Michelle Day, Registrar
Fort Peck Community College
P.O. Box 398
Poplar, MT 59255

Phone: (406) 768-6351
Fax: (406) 768-6301
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Section II - CEU Calculations

One CEU is awarded for each fifteen (15) contact hours of instruction in specified continuing education program or activity (IACET, 2003). The number of CEUs is determined after the program has been planned and the schedule completed prior to the offering of the program. A decision to award CEU is not made after the program has been offered.

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. Non-instructional time such as breaks, introductions, lunches, and social events are not included. Total contact hours are then divided by 15 to determine the number of CEUs.

When the fractional part of a contact hour is at least 50 minutes (5/ 6ths of an hour) the fractional portion may be counted as a whole hour. Any segment of an hour less than 30 minutes is not counted. When a program consists of a series of sessions, the minutes for all sessions are totaled and then equated to CEU (IACET, 2003).

CEUs are awarded for any program that is at least one hour in length. Sessions within a program, however, may be of any length. Often learning experiences scheduled for relatively short periods of time are not adequately planned to meet the criteria.

Responsibility for the final determination of the number of CEUs to be awarded for a program rests with the designated individual who is responsible for administering the CEU system. The accuracy and consistency with which CEUs are assigned depend upon the understanding and professional competence of that designated individual.

Calculations of contact hours involved in a continuing education experience may include the following elements:

1. In-class time with direct participation between the learner and instructor is converted directly to contact hours.
2. Activities in which there is no instructor present such as supervised independent study. Computer-assisted instruction or project-based assignments may be counted if they meet the criteria. The contact hours are determined after field-testing has shown the average amount of time required to complete the activity.
3. Field experiences, laboratory assignments, and projects may qualify for CEU if they are sufficiently structured to meet the criteria. The number of contact hours is determined after field- testing has shown the average amount of time required to complete the activity.

The following are sample activities, which are not included when calculating the number of contact hours:

1. Time for study, assigned reading, and other related activities outside the classroom or meeting schedule.
2. Meeting time devoted to business or committee activities.
3. Meeting time devoted to announcements, welcoming speeches, or organizational reports.
4. Time allocated to events such as socials, refreshment breaks, luncheons, receptions, and dinners.

NOTE: Time devoted to a luncheon or dinner presentation integral to the continuing education experience may be included in calculating contact hours.

The institution can issue to each individual who qualifies for CEU a record of his or her CEU activities. This cumulative record represents an official verification of one's CEU participation. A permanent record system for learner records is operational (IACET, 2003).

Policies regarding the retention and release of such records are established by the institution in keeping with the institution's policies with other types of students' educational records.

The following specified items of information are to be included on all CEU records and transcripts:

1. Name and address of the institution.
2. Name and social security number (or other numerical identification) of the individual

participant.

3. Title of the program or activity (title should be as descriptive as possible).
4. Completion date of the program or activity.
5. Number of CEUs awarded.
6. Report of assessment results or other requirements for satisfactory completion.
7. Pass/Fail grade

Section III – What Cannot Be Counted As a CEU

Types of learning that are:

- unplanned
- unsupervised
- non-sponsored

Section IV - Reference

International Association for Continuing Education and Training, www.IACET.ORG.

Kokulus, John (2003) Moving the Boundaries in Continuing Higher Education: Mission Impossible? Charlottesville, VA

Northwest Commission on Colleges and Universities, www.nwccu.org