

Arkansas Tech University – Continuing Education Units (CEU)

School of Professional Studies

Rationale for the CEU

The growth of noncredit instructional programming in institutions of higher education is well recognized and further growth is assumed. Employers, professional associations, and others are increasingly noting noncredit learning in appraising the personal and professional growth of an individual. In order to standardize the comparisons and transfer records of noncredit learning, the National Task Force on the Continuing Education created a national unit of measure, the Continuing Education Unit (CEU). The Continuing Education Unit is defined as:

Ten contact hours of participation in an organized continuing education experience under reasonable sponsorship, capable direction, and qualified instruction.

The CEU as defined by the National Task Force in its publication, *The Continuing Education Unit Criteria and Guidelines*, has the following purposes:

1. To establish permanent records for individual participants for accumulating, updating and transferring information concerning noncredit continuing education experiences.
2. To provide a uniform system for accumulating data at the institutional level to assist in program planning and development and in administration and fiscal management.
3. To establish a national system of measurement to facilitate the collection of data on a national basis and provide valid statistical information necessary for legislative action and public policy determination relating to noncredit adult and continuing education activities.

I. Criteria for CEU Approval

Any activity/meeting/conference/seminar may be submitted for CEU approval. The activity must be a learning experience approved through the School of Professional Studies at Arkansas Tech University. The approval process includes the following steps:

1. The activity planner/s should submit a copy of the agenda with a description of the content, time frame, and qualifications of the presenter/s in order for the School of Professional Studies to determine the eligibility of the program and number of CEU's which can be awarded based on the number of contact hours documented. This can be submitted to the contact person listed below.
2. Upon receipt of the above information, the Dean of the School will confirm the eligibility of the learning activities and the number of CEU's which can be awarded.
3. A form will be sent to the program planner for use in the brochures or other correspondence to the participants of the activity informing them that ATU will award a certain number of CEU's for the activity.
4. The program must consist of not less than five instructional hours; therefore, an approval request must involve at least 0.5 CEU. (Note: a series of programs, each with less than five hours of instruction, may be accumulated to qualify for the minimum CEU.)
5. A fee of \$10 per activity per individual will be assessed to cover the administrative cost of preparation and maintenance of the CEU transcripts.

III. Limitations on CEU Approval

1. CEUs will not be awarded for an activity that was offered prior to being approved.
2. CEUs will not ordinarily be awarded for the following activities or programs: high school

equivalency program; committee meetings; policy making activities; society and association convention meetings; entertainment and recreational events; on-the-job training; apprenticeships; and other similar work experiences; individual scholarship; and self-directed studies. Such activities, when offered independently from a broader program, do not qualify for CEU approval. When offered as integral parts of broader programs; however, they may be considered for CEU certification.

IV. Maintenance of CEU Records

Individual permanent records will be maintained by the School of Professional Studies for each participant. These records will include the name, date of birth, address and phone number of the participant, title of the program, completion date of the program, and the number of CEUs awarded for each program plus a cumulative total of CEU credits.

V. Contact Information

Ms. Lisa Cochran, Director
Department of Continuing Education
School of Professional Studies
Arkansas Tech University
61 Lake Point Lane
Russellville, AR 72802
479-498-6035 (phone)
479-964-3243 (fax)
lcochran3@atu.edu (email)
<http://lakepoint.atu.edu> (website)

VI. Once the School of Professional Studies at Arkansas Tech University has approved the content of the conference for CEU's, the CEU request form located on the website at <http://lakepoint.atu.edu/continuinged.htm> can be used to obtain credit for attending the conference. Please mail the completed form with payment (\$10 per CEU request) to:

**Arkansas Tech University
School of Professional Studies – CEU Request
Lake Point Conference Center
61 Lake Point Lane
Russellville, AR 72802**