

Continuing Educaa

3.0 Continuing Education Unit (CEU)

In the following sections the CEU will be defined for institutions of the University System of Georgia. Utilization, categories of CEU activity, administrative and program criteria are also clearly enumerated below.

3.1 Definition and Utilization of the CEU

The International Association of Continuing Education and Training, today's parent body for the CEU, defines the CEU as:

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

As the nationally recognized unit for measuring participation in noncredit continuing education, the CEU's major value is to the individual who needs or desires to document continuing education involvement in programs that meet nationally agreed upon criteria assuring program quality. It is also a convenient unit of measurement for collecting, storing, analyzing, and presenting institutional and/or national data concerning continuing education activity.

The generation of CEUs by colleges and universitie anp1(v)23(er)6()]TJ 0n17(i)1(n)6(g)23(,)6()]TPduTO

1. Content composed only of Category I CEU courses. As such, each course must have measurable written program objectives for certificates.
2. Provides a coherent body of knowledge to the student. Certificates are expected to be from multiple courses covering a body of knowledge but could be a single extensive course covering multiple modules
3. Must contain a minimum of 24 student learning hours (2.4 CEUs)
4. The utilization of experiential learning, with assessment, towards these hours is acceptable (e.g., mentored internships) so long as these activities are documented for each student earning Certificates of Program Completion.
5. Each institution will have the ability to review and accept courses from other universities towards Certificates of Program Completion, whereby the majority of hours taken by the student for the program certificate must come from the granting university (i.e., articulation agreements).
6. The document awarded to students when completing a course will be called “Recognition of Course Completion” and list the number of CEUs awarded. When a student successfully completes a series of related courses, they are awarded with a “Certificate of Program Completion.”
7. Student hours participating in an internship could be utilized towards a program certificate if the internship meets the other criteria for CEU awards (e.g., assessments of what was learned, appropriate instruction/supervision, etc.)
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activity.

3. Field trips (minus travel and other administrative time) and other experiential course activities may be awarded CEUs. Usually these hours are calculated on a basis of at least two experiential hours being required for each contact hour of instruction.
4. CEUs are normally expressed in tenths of a CEU. However, institutions may use hundredths to express one-quarter hour increments and not any other fraction of an hour. For example, a program of two and one-half hours may be expressed as 2.5 hours, or .25 CEU.

The following and similar activities are not included when calculating the number of instructional contact hours for any continuing education program.

1. Time for study and other activities outside the classroom or meeting schedule not outlined in Section 5.0.2.
2. Meeting time devoted to business or committee activities.
3. Meeting time devoted to announcements, welcoming speeches, or organizational reports.
4. Time allocated to social activities, refreshment breaks, luncheons, receptions dinners, and so forth. NOTE: Time devoted to a luncheon or dinner presentation integral to the continuing education experience may be included in calculating instructional contact hours.

5.1 Reporting Procedures for CEUs

CEUs are to be reported to the Board of Regents four times during the year using Service form A on the Web. The reporting periods provide the mechanism for collecting data both for fiscal year activity and for the state budgeting process. Activities in the four reporting periods should be submitted as follows:

1. April, May, June - Due July 31
2. July, August September - Due October 31
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Activities should be reported in the reporting period in which they are completed. The cumulative annual report is automatically calculated by the computer program of the web site. Once a report is submitted, the institution is responsible for notifying and/or printing and distributing copies of the report to appropriate internal institution personnel.

The data for each reporting period is to be submitted using Form A at the Web site:

https://www.usg.edu/ceu_reports/

Each institution has been assigned an id and password and those have been communicated to the continuing education director of each institution.

In using Form A, the enrollment figures for courses having CEUs are to be recorded in column 3a and 3b. For Category I courses, the enrollment of those individuals whose registration was complete and who successfully completed the requirements of the program are to be recorded in column 3a. The enrollment of those individuals whose registration was incomplete or who did not successfully complete the requirements stated for Category I programs they attended is to be recorded in column 3b. All enrollments in Category II and III courses are to be recorded in column 3b. The CEU equivalents for Category I, II, and III in column 5 on Form A are automatically calculated by dividing each of the corresponding entries in column 4 by 10.

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2. As prescribed by University System of Georgia policy, the institution reporting CEUs in Column 3a for Service Report Form A must also maintain the records necessary for issuing transcripts, make University System of Georgia reports, and meet audit requirements.
3. Nothing in this procedure will preclude the originating institution's filing with the University System of Georgia a report of its total continuing education effort, including its role in stimulating, initiating, and conducting cooperative programs with other University System institutions.
4. Articulation and collaboration efforts such that courses taken at one institution may be used towards certificates at other institutions, with the approval of the accepting unit.
5. Where programs offered cooperatively are elements of larger curricula which lead to certification or licensing of individuals in occupational areas, the originating institution will continue to maintain the records, report the CEUs in Service Report Form A, and report other data required in Service Report Form A.
6. If the originating institution wishes to file a separate report with the Board of Regents, the originating institution should ask the host institution to provide copy of the registration records.
7. As a matter of good business practices, a letter of agreement should be signed by both institutions.

7.0 Academic Credit

Section 502 of the Board of Regents Policy Manual explicitly authorizes institutions to offer academic credit courses through their continuing education programs. The Manual

industry to create flexibly scheduled and delivered academically rigorous credit-based content for the personal and professional actualization of local non-traditional students.

All credit seeking activities provided via Continuing Education units will go through all campus and BoR approval processes using the same processes for approval as all other campus credit courses and programs.

8.0 Procedure for UpdatingCEU Manual

Suggestions for revisions to this document should be submitted to the Executive Committee of the Regents Administrative Committee on Public Service and Continuing Education (RACPSCE.) The RACPSCE Executive Committee will consist of the current chair and secretary, the incoming chair and the immediate past chair. Recommendations by the Executive Committee should be brought for consideration to members of the RACPSCE, and those proposals receiving a majority favorable vote will be forwarded to the Board of Regents System Office liaison for Continuing Education for appropriate action.