

# Continuing Education Units (CEUs), Certificates

## Recommended Standards:

The following standards are recommended, at a minimum, for all types of non-academic professional development educational offerings (e.g. CEU's, Badges, Certificates) provided by the University of Minnesota:

1. Use of an enterprise system or a platform integrated with University tools, such as Canvas and Destiny One.  
(see: <https://it.umn.edu/portfolio/all-technologies/>)

When possible, use an enterprise system or platform integrated with University tools. This ensures the system or tool has been vetted to meet the needs of the University's teaching and learning goals, operates reliably and is managed in conformance with technology, privacy, and policy standards.

2. Adherence to University branding standards  
(see: <https://university-relations.umn.edu/our-brand>)

The University of Minnesota is a large and complex organization, and our diverse audiences are inundated with marketing and communications messages from all directions. The brand platform reflects the University's mission, attributes, and benefits statement, distinguishing its value proposition. Branding standards also provide consistency and alignment in messaging.

3. Adherence to the standards set forth by relevant accrediting bodies.

Adherence to these standards allows credential earners to be admitted to practice and/or admission to membership of, or association with, the professional body.

## Definition:

### **International Accreditors for Continuing Education and Training Accreditation (IACET)**

The International Accreditors for Continuing Education and Training (IACET) developed the original Continuing Education Unit (CEU). Their mission is to improve the quality of continuing education and training worldwide through accreditation.

### **Clock Hour**

"Clock hours" means hours of actual instruction or supervised group activities in a pre-approved Minnesota administrative and supervisory continuing education program.

### **Contact Hour**

A contact hour is one clock hour of interaction between a learner and instructor, or between a learner and materials, which have been prepared to cause learning. Contact implies a connection between a learner and a learning source. For purposes of the CEU, that connection is two-way; that is, the instructor or learning source must monitor the learner's progress and/or provide some form of feedback to the learner. This definition applies for face-to face interaction as well as distance learning programs.

### **Continuing Education Unit (CEU)**

The IACET and U.S. Department of Education task force defined the CEU standard of measurement as:

1 CEU = 10 contact hours

of participation in an organized CE/T experience, delivered under responsible sponsorship, capable direction and qualified instruction. CEUs can often be converted into other measurements, such as Professional Development Hours or Continuing Education Credits, depending on the organization and/or regulating body.

Download IACET's ["How To Calculate CEUs" Guide](#) (PDF)

### **Certificate**

A credential awarded by an educational institution based on completion of all requirements for a program of study, including coursework and test or other performance evaluations. Certificates are typically awarded for life (like a degree). Certificates of attendance or participation in a short-term training (e.g., 1 day) are not in the definitional scope for educational certificates.

(As defined by the National Center for Education Statistics - Interagency Working Group on Expanded Measures of Enrollment and Attainment)

## Best Practices and Resources:

# CEU APPROVAL PROCESS/STANDARD RECOMMENDATION:

**NOTE: THE IACET STANDARDS SHOULD BE USED FOR DETERMINING IF AN OFFERING IS CEU WORTHY, UNLESS ISSUING THROUGH ANOTHER APPROVED LICENSING BOARD, I.E., MN DEPT. OF EDUCATION.**



## Define the process for determining that the content of a program meets the standards and is eligible to offer CEUs or a Certificate

The majority of colleges and departments utilize an application process to collect the requestors' program details and ensure that programs meet the quality standards put in place by that College. That application is submitted to a review person/contact for approval. It is recommended the approval process should be the same across a College/Business Unit with one unit/department receiving, approving, and issuing the CEUs and Certificates.

IACET standards should be used for determining if an offering is CEU worthy and for the calculation of CEUs, unless issuance is through another approved licensing board with their own set of standards.

College-based CEUs are granted after review and approval done by one department within a college to keep standards and approval processes the same within that college.

State-approved CEUs for licensing are submitted via application, and one department/person submits the application to the state on behalf of the program requesting this service.

Certificate approvals related to state license requirements have an application process to meet the license standards.

## Define the process for assessment and record keeping of program eligibility and awards of:

- CEUs: Participants are responsible for their own record keeping. Some colleges do require assessment for CEUs, depending on the program and audience.
  - IACET standards should be used for the calculation of CEUs, unless issuance is through another approved licensing board with their own set of standards.
- Certificates: Certificates are awarded after participants score at least 80% on exams that test the content of workshops or when all requirements of the certificate program have been met.

Record-keeping is done through attendance and submission to the necessary boards.

The Destiny One Registration System (DORS) is the primary enterprise tracking system used across the University. However, there are other registration and tracking systems being used. The Destiny One Registration System (DORS) provides tracking of CEUS,

attendance, grades, and certificate requirements.

## Sampling of Continuing Education Approval Guidelines:

[MN Board of Psychology Request for Pre-Approval of Continuing Education Activities](#)

[Center for Disease Control: Calculating Continuing Education](#)

[MN Health Licensing Boards Continuing Education Process](#)

[MN Department of Education CLOCK HOUR renewal for Professional licenses](#)

## Review and Approval:

To determine if an event or workshop is worthy of CEUs or a Certificate of Completion, all Colleges and/or departments require an application to be submitted for review. The award (number of hours granted) of both CEUs and Certificates varies based on the program and/or college license requirement needs of their participants. We found no single application process that would work for the entire University. The guidelines and licensing requirements are designed for particular groups of professionals and vary for each group.

Most units within the University have one department or person that reviews and approves all CEU or Certificate requests and/or applications. Approvals for CEUs and Certificates are granted based on the requestor meeting the requirements outlined by the college/department in order to issue the CEUs/Certificates. This is typically done through attendance tracking, exams, and/or evaluation forms. Based on the results for the applications, CEUs are awarded via standards based on license and certifications needs of the participants. Tracking CEU hours via an enterprise system (E.g. DORS), and access to non-credit transcripts are valuable resources for tracking participation.

- **CEUs:** College-based CEU certificates are granted after review and approval done by one department within a college to keep standards and approval processes the same within that college. State-approved CEUs for licensing are submitted via application, and one department/person submits the application to the state on behalf of the program requesting this service.
- **Certificates:** Certificate approvals related to state license requirements have an application process to meet the license standards.

Review and approval is done by one department within a college to maintain consistency of standards and approval process. Most certificates require an exam of some sort, with a minimum passing score by the participants, before the Certificate is issued. The College/department then issues an approved certificate of completion.

Examples:

**CEHD** Certification of Completion is approved by the Dean and the Leadership Advisory Board.

**CFANS** Certificates are approved by the Associate Directors and/or program leads who grant approval for all certificates.

**CCAPS** Certificate programs are developed in conjunction with content experts within the University as well as input from area employers. Final approval of the Certificate program lies with the Executive Director. Enrollment and registration for all Certificate programs is tracked through DORS.