

**Continuing Education Units (CEUs)
Extended Learning
Minnesota State University, Mankato**

The Continuing Education Unit (CEU) is a system that documents participation in structured learning activities outside of traditional academic credit. Ten contact hours (50-60 minutes) equals one CEU. CEUs may be awarded in 1/10th units. Extended Learning at Minnesota State University, Mankato provides CEUs for structured learning events that meet criteria consistent with the *International Association for Continuing Education and Training*. In addition, the learning activity must be compatible with the mission of Extended Learning at Minnesota State University, Mankato.

CEUs must be arranged prior to the start of the learning activity. The minimum amount of time required is 1 hour or .1 CEU.

Documentation that indicates how the criteria will be met must be submitted to Extended Learning at Minnesota State University, Mankato for assessment prior to the start of the learning activity.

Criteria:

- Statement of purpose that indicates why the learning activity will take place;
- Intended audience is identified;
- Learning outcomes (objectives), developed from identified purpose are stated;
- The program content (agenda) is provided and is related to objectives;
- A resume is provided for the instructor of record that documents education and experience in the subject area;
- A sample set of materials to be used as part of instruction is provided;
- A sample of the evaluation tool is provided;
- An explanation of procedures for registration and validating attendance is provided;
- Documentation that the instruction will take place in an appropriate setting;
- After the instruction has been completed, the following must also be submitted:
 - Registration form for participants and an original attendance record,
 - A summary of the program evaluation.

Non-instructional time such as breaks, lunches, participant introductions, welcoming speeches are not included when calculating CEUs.

The University reserves the right to review programs for appropriate content and setting and may decline to provide CEUs.

CEUs do not carry academic credit and cannot be used for progress toward a degree. CEUs may be awarded for courses that also receive academic credit if the material meets the criteria for CEUs. However, individual participants may not receive both credit and CEUs for the same learning activity. CEUs may be awarded for travel study programs only if the educational component meets the criteria for awarding CEUs.

A program review fee and per person fee are charged for CEUs. (5/31/05)

Client Checklist for Preparing Documentation for CEUs

- _____ Statement of Purpose
- _____ Intended Audience
- _____ Learning outcomes (Objectives)
- _____ Program content (Agenda)
- _____ Instructor resume (Education and Experience)
- _____ Instructional materials
- _____ Evaluation form
- _____ Registration materials
- _____ Attendance validation
- _____ Location of learning activity

To be provided following the learning activity:

- _____ Registration forms of participants
- _____ Original attendance records
- _____ Summary of program evaluations

(5/31/05)