

# University Policies

<b>Policy Name:</b> Continuing Education Registration	<b>Effective Date:</b> July 1, 2011
<b>Custodian of Policy:</b> Vice President for Strategic Business, Education and Regional Partnerships	<b>Last Review:</b> New Policy
	<b>Next Review:</b> September, 2018

## Policy

The College of Extended Learning provides the process and mechanism for establishing, maintaining, and transmitting individual student transcripts of Continuing Education Units (CEU's) and Non-Credit hour based offerings.

Continuing Education is defined as participation in a Non-Credit (NC) learning experience, which includes one or more of the following:

- a formally organized instructional activity (not intended solely for academic credit)
- a conference which provides participants with educational information and experiences
- any activity or event that contains educational value for audiences as determined by the university

## Definitions

According to the International Association for Continuing Education and Training (IACET), the primary purpose of the Continuing Education Unit (CEU) is to provide a permanent record of the educational accomplishments of an individual who has completed one or more significant non-credit educational experiences. It is a system that documents participation in structured learning activities outside of traditional academic credit.

## Defining CEU's

One (1) continuing education unit (CEU) is defined as ten (10) contact hours of participation in a University defined continuing education activity. (1.0 CEU = 10 contact hours exclusive of breaks; 0.4 CEU = 4 contact hours). Partial CEUs may be awarded on the basis of total contact hours involved.

CEUs do not carry academic credit and shall not be convertible to credits, but may be offered as supporting evidence for evaluation of prior learning for university credit.

The number of contact hours and appropriate CEUs must be determined prior to the beginning of the activity by the department offering the continuing education activity.

CEUs will not be awarded for the following activities:

- a) High school equivalency programs

- b) Orientation programs
- c) Committee meetings
- d) Policy assignment
- e) Meetings and conventions, unless there is prior approval that the program meets CEU guidelines.
- f) Mass media programs
- g) Entertainment and recreation
- h) Work experience
- i) Individual scholarship
- j) Self-directed studies
- k) Association membership and certification programs, unless there is prior approval that the program meets CEU guidelines.
- l) Academic courses that are audited

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

CEU's are not pre-approved by any professional licensing or credentialing body unless specifically noted as such.

## Procedures

The University reserves the right to review programs for appropriate content and setting and may decline to provide CEUs. Official records of participation in continuing education activities, regardless of whether or not CEU's have been awarded, are recorded through the College of Extended Learning.

- An official transcribed record of attendance will be maintained to verify each individual's participation in all Continuing Education (CEU) or non-credit training activities. The transcript records will be maintained on the Integrated Statewide Records System (ISRS), as well as in Lumens, a centralized Minnesota State Colleges and Universities (MnSCU) required database for all CEU and NC registrations.
- If the CEU or NC offering is coordinated by the College of Extended Learning, a representative from Extended Learning will oversee registration and reporting of the CEU and NC activity.
- Minnesota State University, Mankato departments or employees offering NC or CEU activities outside of Extended Learning will communicate with the College of Extended Learning:

Prior to the offering

- information regarding the course description and program schedules.
  - The College of Extended Learning will assist with marketing the program by updating the centralized continuing education website with the agenda/brochure for the continuing education activity. This information will also be included in any general publications for the public providing easy access to viewing and learning about all MSU, Mankato NC or CEU offerings.

After the offering

- Registration form for participants and an original attendance record,
- A summary of the program evaluation.
  - A representative from the College of Extended Learning will enter the registration information into ISRS, as well as Lumens.
- Other than meeting minimum attendance requirements, participants are not required to have additional evaluation unless required by an outside agency, (i.e. State Department or licensing body.) Instructors may, however, make available, on an optional basis, additional evaluation opportunities for participants who so desire and if appropriate to the activity.

- When a Continuing Education activity is co-sponsored by the university and another institution, agency, or association, the university will generally have the responsibility for awarding CEUs and maintaining student records.
- In certain instances, CEUs may be awarded for courses that also receive academic credit if the material meets the criteria for CEUs and the faculty would like to offer the course for multiple registration options. However, individual participants may not receive both credit and CEUs for the same learning activity.

## **Rationale**

To help provide an efficient method of collecting and reporting data for all Non-Credit (NC) and Continuing Education Unit (CEU) offerings so reporting is accurate to the Office of the Chancellor.

The College of Extended Learning is recognized as the central reporting unit for Minnesota State University, Mankato by the Office of the Chancellor for all Continuing Education, Non-Credit and Customized Training offerings and registrations.

The primary result of the implementation of this policy will be;

- (1) the creation of records of educational experience for learners to document their efforts at self-improvement and a commitment to lifelong learning
- (2) the creation of an institutional planning, implementation and recording capability for demonstrating an ongoing commitment to continuing education and community service functions
- (3) the recognition of the College of Extended Learning as the central office for NC and CEU programs.