



POLICY ON CONTINUING EDUCATION UNITS

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TITLE OF THE POLICY:	Continuing Education Units
DATE OF ADOPTION:	19 March 2018
SUPERSEDES:	AB Paper No.: 05-221
DATE OF IMPLEMENTATION:	Spring 2018
PROJECTED DATE OF REVISION:	Spring 2020
PURPOSE OF THE POLICY:	To establish the guidelines by which UB awards Continuing Education Units
ACCOUNTABILITY:	Office of the Provost
RELATED POLICIES:	None
APPENDICES:	Appendix I – Definitions and Terms

1.0 Introduction

The Continuing Education Unit (CEU) is a unit of measurement for non-credit continuing education courses and programmes delivered through an approved provider. The CEU is designed to document continuing adult education and training experiences that differ from those experiences for which academic credits are traditionally awarded. Education and training providers may be the academic institution itself (University of The Bahamas) or professional bodies or agencies who seek the institution's endorsement of their programmes or courses. CEUs achieve several aims, but primarily provide a means through which employers and participants can formally document professional development activities; provide justification for salary increases or promotions; and can be applied toward re-certification or on-going licensure requirements within professional organisations.

2.0 Continuing Education Unit (CEU)

- 2.1 University of The Bahamas (UB) accepts the International Association for Continuing Education and Training (IACET) definition of the CEU as “ten contact hours of participation in an organised continuing education experience under responsible sponsorship, capable direction and qualified instruction.”
- 2.2 The CEU is designed to permanently record an individual's non-credit continuing education accomplishments in increments of one CEU per ten (10) contact hours of instruction.
 - 2.2.1 A CEU is based on sixty (60) minutes/one hour of interaction between the learner and instructor and may include time devoted to instructor-directed engagements and field experiences.
 - 2.2.2 A CEU may be credited for self-paced, e-learning environments based on the average number of hours anticipated to complete the course or activity.
- 2.3 UB accepts the International Association for Continuing Education and Training (IACET) definition of the learning event as “any event or activity planned to cause learning.

Learning event or activity is a generic term which may refer to CE/T programs, courses, or smaller portions of either. Generally, the terms for learning events are ordered as follows, according to their composition from the largest to smallest component: program, course (includes seminar and workshop), session. These terms are often used interchangeably. A learning event or activity may be taught in different time frames, such as one hour, one day, one week, or over a period of days, weeks, or months.”

3.0 Calculating the CEU

CEUs shall be calculated by

- 3.1 adding only those portions of the learning event that are devoted to instruction and/or instructor-directed engagements;
- 3.2 counting the number of hours only in the course/programme; refreshment breaks, lunches and other activities not directly part of the instructional experience are not counted;
- 3.3 dividing the total number of instructional and/or instructor-directed engagement hours by ten (10);
 - 3.3.1 The CEU may be expressed in tenths of a CEU (that is, 17 contact hours equate to 1.7 CEU; 3 contact hours equate to .3 CEU). However, the CEU is not expressed beyond the tenth place (that is, if the calculations are 1.78, this should be expressed as 1.8 CEU).
 - 3.3.2 Providers may use hundredths to express a one-half hour increment. For example, a course of three and one-half hours may be expressed as .35 CEU. Hundredths shall not be used to express any portion of an hour other than a half-hour.
 - 3.3.3 When the contact minutes of the last hour are a fraction of an hour, the following shall be used to calculate the CEU
 - 3.3.3.1 If the contact minutes are at least 5/6 (50 minutes or more), the fractional portion shall be counted as a whole hour;
 - 3.3.3.2 Any portion of an hour between 30 and 49 minutes shall be counted as thirty (30) minutes; and
 - 3.3.3.3 Any part of an hour less than thirty (30) minutes should be discarded.
 - 3.3.4 Although sessions within a learning event may be of any length, CEUs will not be granted for learning events that are less than one hour in length.

4.0 Timeline for Awarding CEUs

- 4.1 The number of contact hours of instruction and appropriate CEUs to be awarded must be determined **prior** to conducting/attending a learning experience and after the purpose and intended learning outcomes, requirements for satisfactory completion, content and content levels format, instructional methodology, instructional staff and time schedule have been established.
- 4.2 A decision to award CEUs will not be made after the programme or activity has been offered/attended.
- 4.3 Learning events or activities undertaken prior to the implementation of this policy are not eligible for University of The Bahamas CEUs.

5.0 Activities for Which CEUs May Be Awarded

The following are examples of the types of activities for which CEUs may be awarded.

- 5.1 Continuing education programmes for professionals, for example, doctors, nurses, lawyers, engineers, teachers.
- 5.2 In-service training programmes for specific target populations.
- 5.3 License renewal programmes, seminars, workshops or short courses for the general public.
- 5.4 Paraprofessional training programmes.
- 5.5 Distance learning on-line programmes.
- 5.6 Field trips, projects and assignments which are an integral part of a learning event.
- 5.7 Learner assessment and learning event evaluations.

6.0 Activities for Which CEUs May Not Be Awarded

The following are examples of the types of activities for which CEUs may not be awarded.

- 6.1 Courses for which the participant has received or will receive academic credit.
- 6.2 Orientation programmes.
- 6.3 Association membership and leadership activities such as holding membership or serving in a leadership capacity in an association or society.
- 6.4 Committee meetings.
- 6.5 Policy assignments, delegated assemblies or participation in similar meetings for policy-making purposes.
- 6.6 Entertainment or recreational lecture series, cultural performances and social activities.
- 6.7 Writing of articles, books, research reports, or presentation of papers outside of a planned, directly supervised continuing education/training experience that fulfils the CEU criteria.
- 6.8 Learning events delivered through the mass media (for example, television, radio, newspaper) unless these presentations are an integral part of a planned learning event that meets the CEU criteria.
- 6.9 Meetings, conventions and exhibitions which attract large numbers of participants, involve different activities and are conducted primarily for information-sharing purposes. (Planned learning activities within such events which meet the criteria are eligible for the CEU.)
- 6.10 Travel or participation in a travel study programme unless the educational component of the travel study programme meets the CEU criteria.
- 6.11 On-the-job training and other work experiences unless the work experience is structured as part of a planned and supervised continuing education experience that meets the CEU criteria.
- 6.12 Life or previous work experience.
- 6.13 Programmes that prepare participants to pass examinations such as those required for Certified Public Accountant, Real Estate Licenses and the Graduate Record Examination.

7.0 Learners CEU Records

- 7.1 UB shall maintain a permanent record which shows the number of CEUs earned for each learner who successfully completes a CEU approved event.
- 7.2 Cumulative records of all CEUs earned shall be available for a **minimum of seven (7) years** and shall be issued as an official permanent record upon the learner's request.
- 7.3 CEUs must be recorded for all learners in an approved event. The individual record should include
 - 7.3.1 University's name and address;
 - 7.3.2 Learner's name and learner identification number;
 - 7.3.3 Event title (Title should be as descriptive as possible);
 - 7.3.4 Completion date of event;
 - 7.3.5 Number of CEUs awarded; and
 - 7.3.6 Learner's assessment score.
- 7.4 Learners wishing to obtain records of their CEUs must complete and sign the appropriate request form.
- 7.5 Records of learners CEUs shall only be released to a third party with the learner's written permission and upon submission of the completed appropriate request form signed by the learner.

8.0 Requirements for CEUs

- 8.1 For a course or programme to qualify for approval for CEUs, the request must be forwarded by the provider to Continuing Education and Lifelong Learning at least two (2) weeks prior to the event and must include the following
 - 8.1.1 *Needs Identification*: A rationale which indicates how the course or programme responds to the educational need of a specific target audience and that includes

- details of the mechanism through which input from the target audience was obtained during the planning stages of the activity;
- 8.1.2 *Learning Outcomes*: A clear statement of objectives for the course or programme indicating new knowledge, skills, attitudes and performance objectives to be realised;
 - 8.1.3 *Content and Methodology*: An overview of the instructional content and an indication of how it has been organised to meet the objectives, including the duration (time requirements);
 - 8.1.4 *Instruction*: Copies of the curriculum vitae of each instructor to be engaged during the activity with supporting documentation which confirms that the instructor is competent to deliver the content;
 - 8.1.5 *Requirements for Satisfactory Completion*: A clear indication of the provision for the registration of learners, procedures for awarding the CEUs and attendance and competency requirements for satisfactory completion; if UB is required to perform this function, the request should be made at this point so that necessary fees are calculated;
 - 8.1.6 *Assessment of Learning Outcomes*: The process for assessment, including copies of the assessment tools that will be employed;
 - 8.1.7 *Programme Evaluation*: Evaluation criteria for the measurement of all aspects of the course or programme, including the administration and operation of the activity as a whole;
 - 8.1.8 *Facilities and Learning Support*: Details of the learning space, reference materials and equipment, if using a facility other than UB.
- 8.2 In those instances where the provider has not applied for a course or programme to receive CEUs at UB and where individual participants may wish a course or programme to be considered for CEUs, the individual must supply the information listed above along with the Request for Awarding CEUs Form at least two (2) weeks prior to the event.

9.0 Unit Fees

- 9.1 Unit fees shall be assessed in consultation with UB's Business Office.
- 9.2 Fees for University of The Bahamas conducted On-Site Registration
 - 9.2.1 Should UB be responsible for on-site registration (at a location other than UB), the programme provider shall pay on-site registration fees in addition to any other expenses incurred, including but not limited to travel, hotel accommodations and meals.
 - 9.2.2 On-site registration includes
 - 9.2.2.1 Collecting participant CEU fees;
 - 9.2.2.2 Ensuring that participants accurately complete all CEU forms; and
 - 9.2.2.3 Forwarding all fees and forms to relevant UB office(s).



Appendix I
Policy on Continuing Education Units
Definitions and Terms

Contact	Interaction between a learner and instructor or between a learner and materials which have been prepared to cause learning. Contact implies two-way communication in order for the learner to receive feedback to monitor and assess learning.
Contact hour	One clock hour of interaction as defined above under “contact.” A clock hour is sixty (60) minutes.
Continuing Education and/or Training (CE/T)	Structured educational and/or training experiences for personal or professional development in which participants are assumed to have previously attained a basic level of education, training, or experience. It is also used to describe education and/or training beyond the basic education, training, or experience required for a license, certification, degree, or beyond the entry-level position of a job.
Evaluation	A process for measuring discrete elements or the overall success of courses, including such elements as learner satisfaction, benefits, results or outcomes, learning achievement, and impact.
Instructional methods	Methods used by an instructor to cause learning to occur. Examples include, but are not limited to, lectures, questions, discussions, visuals, exercises, summaries, case studies, electronic simulation, demonstrations, practical hands-on exercises, and virtual reality sessions.
Learner	An individual participating in an activity for the purpose of acquiring knowledge, skills, or attitudes.
Learning activity or event	Any event or activity planned to cause learning. Learning event or activity is a generic term which may refer to CE/T programs, courses, or smaller portions of either. Generally, the terms for learning events are ordered as follows, according to their composition from the largest to smallest component: program, course (includes seminar and workshop), session. These terms are often used interchangeably. A learning event or activity may be taught in different time frames, such as one hour, one day, one week, or over a period of days, weeks, or months.
Learning need	The gap between a learner’s current level and some desired level of knowledge, skills, attitudes, or performance, generally states as a problem or issue. For example, consider the <i>problem</i> of excessive back injuries to employees. The <i>learning need</i> is for information and skills required to correctly lift heavy objects.

Learning outcomes	Each outcome statement explicitly lists what learners will know and/or be able to do as a result of a learning event. Outcome statements are expressed in measurable and observable terms such as: “Learners will demonstrate the five key rules for preventing back injuries.” The learning outcomes are the basis for the outcome assessments.
Needs assessment	An organized and planned process for identifying learning needs; a process that identifies the gaps between a learner’s current level and some desired level of knowledge, skills, attitudes, or performance.
Permanent record	A record of an individual’s continuing education or training participation, which is maintained by a provider. Frequently referred to as a learner record or transcript, the provider must maintain the record for a minimum of seven (7) years and provide a copy of the individual's record upon request of the individual.
Summative evaluation	Evaluation conducted at the end of a learning event to determine its effectiveness and worth.
Training	Planned learning experience(s) in which individuals learn to perform a specific skill; generally interpreted as being more narrowly focused than the term “education.”

Source: International Association for Continuing Education and Training (IACET). (2018). *The Continuing Education Unit*. Retrieved January 31, 2005, from <http://www.iacet.org/>