

How CfPA Assigns CEU

Number of CEU Assigned—The short courses and workshops given by CfPA are assigned CEU in accordance with guidelines of the **International Association for Continuing Education and Training (IACET)**. Since most courses consists of six contact hours per day, typical assignments are: two-day courses, 1.2 units; three-day courses, 1.8 units; four-day courses, 2.4 units; and five-day courses, 3.0 units. The number of CEU are registered on the Certificate of Completion presented to each person who fully completes a course.

Records—CfPA maintains a computerized list of past participants by name, and a list of all attendees at courses so that anyone who has completed a course can have a Transcript (including the course title, date, instructor's name and title, location and number of CEU assigned) on request. Such requests must be in writing and replies will be sent to individuals or their sponsoring organization.

Evaluation—Since its inception, CfPA has requested individual evaluations by each person attending a course. CfPA's position is that there is no one better qualified to judge the educational quality of its courses than the mature, highly motivated technical professionals who attend them. The reports are summarized and reviewed by the Course Director, CfPA's technical management and, where warranted, by other qualified experts who serve on CfPA's Technical Advisory Boards. This ongoing review ensures CfPA courses maintain their high standards and continue to meet the participants' expectations. The information obtained is useful in course improvement, enhancement and in identifying new or different areas of need.

About The Center for Professional Advancement (CfPA)

The Center for Professional Advancement (CfPA) is the largest technical training organization in the world, with a curriculum of approximately four hundred and fifty short courses. Since our founding in 1967, we have successfully trained nearly a half million people worldwide, in subjects ranging from Chemistry to Engineering, from Pharmaceutical Technology to the Chemical Process Industries, and from R&D to Quality and Manufacturing.

What sets us apart is our consistent practice of offering only pragmatic, application-oriented programs, which evolve as rapidly as the technologies they cover. These programs will provide up-to-date information that can be put to practice the day you return to your job.

For More Information

For Registration Information Contact Customer Service:

In U.S. - Phone: 732.613.4500 • E-mail: info@cfpa.com

In Europe - Phone: +31.20.638.28.06 • E-mail: amsterdam@cfpa.com

For All Other Requests—General Information:

The Center for Professional Advancement

P.O. Box 7077, East Brunswick, NJ 08816-7077

Phone: 732.238.1600 • FAX 732.238.9113

Website: www.cfpa.com



The Center for Professional Advancement (CfPA) and The International Association for Continuing Education and Training (IACET)

The Center for Professional Advancement (CfPA) enjoys membership in The International Association for Continuing Education and Training (IACET) as an Authorized Provider. This category of membership reflects CfPA's attention to quality criteria in all phases of planning and delivery of its continuing education programs.

According to the Association's **Criteria and Guidelines**, IACET maintains a unique and highly respected position in the field of continuing education and training. Its broad membership base contains a wealth of ideas and experience that cannot be found in any one profession. The Association's activities in identifying and disseminating effective teaching and learning practices for adults have led to the wide scale adoption of the CEU, principles of good practice, assessment and evaluation methods. Many professions, associations, and licensing boards utilize these criteria and principles to review and enhance their professional development programs.

As the caretaker of the CEU, IACET assumes responsibility for refining and disseminating information about the CEU. The Association assists organizations in correctly utilizing and applying the criteria through its programs, publications and technical assistance.



A Brief Explanation of the CEU:
The Nationally Recognized Unit for Recording
Participation in Non-Credit Educational Programs



CfPA enjoys membership in The International Association for Continuing Education and Training (IACET). In accordance with the IACET guidelines is approved to award CEU.



CfPA
The Center for Professional Advancement
Accredited Technical Training Worldwide



The CEU is . . .

The Continuing Education Unit (CEU) is a uniform unit of measurement to record participation in non-credit academic, professional and vocational programs.

It is based upon attendance at short courses and other non-credit continuing educational programs sponsored by organizations following the guidelines established by the **International Association for Continuing Education and Training (IACET)**.

It is intended to serve a variety of interests in non-credit continuing education including both public and private organizations and is used without regard to age, educational background, course subject matter, program format or method of instruction.

The CEU serves a number of purposes:

- a uniform unit of measure for continuing education and training
- a nationally recognized unit of measure
- a concept that can be used by different sponsors
- a concept useful in a variety of learning formats
- criteria by which the quality of learning activities are judged
- a systematic means for program development and delivery
- criteria by which educational sponsors are evaluated
- a requirement for the documentation of learning experiences

An organization which follows the guidelines of the **International Association for Continuing Education and Training (IACET)** may award CEU.

Definitions . . .

One Continuing Education Unit is defined as: 10 contact hours of participation, in an organized continuing education experience, under responsible sponsorship, capable direction, and under qualified instruction.

For organizations to award CEU, they must follow the criteria and guidelines developed by the **International Association for Continuing Education and Training (IACET)**. A copy of these guidelines may be purchased from the **International Association for Continuing Education and Training**, 8405 Greensboro Drive, Suite 800 McLean, VA 22102.

The CEU is not . . .

to be used or awarded for any program or course carrying any academic credit at any level.

- The CEU is not to be awarded for activities such as attendance at orientation, internal organization, on-the-job methods, employee procedures or rights and other such company-specific programs regardless of their educational merit.
- Meetings dealing with policy making, committee activity, delegate assemblies, conferences, professional societies or other such activities do not qualify for the CEU.
- Programs in which mass media (radio, TV) are used as the instructional method do not qualify for the CEU unless they are an integral part of a program that otherwise qualifies.
- On-the-job training, apprenticeships, work experience, individual scholarship or self-directed study do not qualify unless they are part of an otherwise qualified program.
- Non-educational activities connected with professional societies or associations which may be used to qualify for group membership or certification do not warrant CEU assignment.



Criteria For Assigning CEU

The **International Association for Continuing Education and Training (IACET)** has provided the following administrative and program criteria as a minimum to meet the essential requirements for awarding CEU.

Administrative Criteria for Program Sponsors

Organization—The sponsoring organization must have an identifiable educational arm with professional staff to administer and coordinate an organized schedule of continuing educational programs.

Responsibility and Control—The sponsoring organization must maintain administrative control to ensure that the educational objectives are met.

Facilities—The sponsoring organization must provide or arrange for appropriate education facilities and a library or reference materials sufficient for the specified educational activity.

Records—A permanent record of each individual's participation (based on time attendance) must be maintained and be made available to the individual on request.

Criteria for Each New Program or Course

Definition—Each program or course must meet the definitions described in IACET's Criteria and Guidelines.

Planning—The programs or courses must be planned in response to the educational needs of a specific group. Inputs must be available from the target group as well as from experts in the field.

Purpose—A clear statement of the program or course purpose and goals must be prepared before initiating the program.

Instruction—Qualified instructors must be used for all aspects of the courses or programs.

Performance—Specific performance requirements for awarding CEU must be established prior to the start of the course.

Registration—Sufficient detail must be kept to certify that individuals have participated in substantially all of the course for which the CEU are being awarded and that there is adequate information for a permanent record.

Evaluation—Procedures should be implemented during the planning stages which can be used to evaluate the effectiveness of the program. The **IACET** indicates that group indices usually suffice, but that provisions for individual evaluations should be made wherever appropriate.

Records—Within the program there must be a system for verification of satisfactory completion of courses for programs attended by individuals and for the transmittal of such data to the office maintaining permanent records.