



## **CONTINUING EDUCATION UNIT CREDITS**

### Information Sheet

#### ***Continuing Education Unit***

The Continuing Education Unit (CEU) is a nationally recognized unit of measurement for noncredit continuing education programs. It is designed to document learning experiences that are valid in their own right but differ from experiences for which academic credits are traditionally awarded. CEUs are used to document professional development activities that improve professional skills and knowledge. One CEU is defined as representing ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Herzing College keeps a cumulative record of CEUs, which are maintained in the College's Education Department. Transcripts are available for participants to document their continued learning for employers or for professional organizations.

#### ***Why Obtain CEUs?***

The Continuing Education Unit system provides the following benefits. It:

- Documents the wide variety of educational workshops, conferences and other professional development events taken by practitioners.
- Includes a transcript which records all accumulated CEU credits earned.
- Provides educational institutions with an official record of learning outside of formal educational programs.
- Provides present or potential employers with an official record of specialized training for job maintenance, career advancement or job applications.
- Provides official documentation for professional organizations who determine placement on salary scale based on keeping current in the field.
- Provides documentation of training or learning required for local, state, or national certification in certain professions.

#### ***How Programs Qualify for CEUs***

For a program to qualify for approval of CEUs at Herzing College, the request must include evidence that the program is responsive to an educational need of a specific target audience; there has been opportunity in planning the activity for representative input from the target audience; a statement of objectives has been formulated; qualified instructors have been found; the instructional content has been organized to meet the objectives; time requirements have been established and suitable evaluative tools will be employed. Herzing College staff review all programs to determine their eligibility for CEU credit and maintain a list of approved CEU programs. Herzing College only awards CEUs to programs it sponsors or has a written agreement with.

#### ***Eligible Programs***

Programs eligible for CEUs include, but are not limited to, continuing education programs for professionals, e.g., doctors, nurses, lawyers, engineers, teachers; in-service training programs for specific target populations; license renewal programs; seminars, workshops, or short courses for the general public; paraprofessional training programs; certificate programs; and distance learning programs. CEUs will not be approved for activities such as social events; athletic events; programs only casually related to educational objectives or primarily entertainment focused. In many cases the program's promotional material or registration form will indicate whether the event has been pre-approved for CEU credit. If you have questions whether or not a program qualifies, please contact Herzing College's Education Department.

### ***How CEUs Are Computed***

The number of units is determined by the number of instructional hours spent in a formal learning environment. (One contact 'hour' is equal to 60 minutes of instruction.) It takes 10 contact hours to equal one CEU. Only the number of completed instructional hours is considered in assigning CEUs. For example, 1.8 CEUs are assigned for a learning experience with a total of 18, 18.50, or 18.75 contact hours. Any fractional portion of an instructional hour calculated for the total program or activity is disregarded. Some conferences and educational events may be assigned a maximum CEU credit by Herzing College.

### ***Continuing Education Unit Transcript***

A cumulative record of your CEU transcript (listing all the CEU credits you have earned) is kept at Herzing College after your initial application has been processed. Transcripts are updated as applications are processed. Transcripts have an embossed seal and include the following information about the educational event(s) for which you were awarded CEUs:

- Event name (s).
- Event dates and total hours involved.
- The leader's name and/or sponsoring organization(s) (if applicable).
- The amount of CEU credit(s) earned.

All CEU records and transcripts are treated as confidential documents and access to the records is restricted. No transcript is issued to a third party without the written request of the transcript holder.

### ***Continuing Education Unit Certificate***

Certificates are available that you can frame and hang on your home or work office wall. Certificates are issued per event and include the same information as the transcript, but only for one event. Each certificate comes with an official Herzing College seal.

### ***Application for CEU Credits***

If your training has been approved by Herzing College as eligible for CEU credit, then you can apply for an official transcript which documents the CEUs that you've earned. You can apply for CEU credit up to 3-years after you attended the educational event; however you are strongly encouraged to apply as soon as possible after the event is over. To apply, complete the **Continuing Education Unit Application Form** (with all required signatures) and submit (with the appropriate fee) to Herzing College 5218 E. Terrace Drive Madison, WI 53718. It's that simple. **NOTE**: Herzing College reserves the right to determine the amount of CEU credit awarded after considering each CEU application.

### ***What if my CEU application is rejected?***

Herzing College reserves the right to reject activities that are not included on its eligible program list. If your application is rejected, 100% of your fees will be refunded along with an explanation of why your application was denied. You have the right to appeal this decision.

### ***Appeals Procedure***

If you wish to appeal a decision regarding your application for CEU credits, notify the Academic Dean in writing providing the reason(s) why you believe your application should be reconsidered. Your appeal will be forwarded for consideration to Herzing College's Council of Program Chairs. They will make a recommendation to the Academic Dean whose decision is final.