

APPROVAL AND AWARDING PROCESS for CONTINUING EDUCATION UNIT (CEU)

Continuing Education Units (CEU) may be offered for noncredit programs offered through Washington State University. CEUs are available only through the Division of Center for Distance & Professional Education (CDPE). One CEU represents ten contact hours (60 minutes per hour) of participation in an organized, noncredit continuing education experience with qualified instruction under WSU sponsorship and direction. One-tenth CEU may be offered for each contact hour. Partial contact hours are not considered in awarding CEU. For example, a program with 14 contact hours could offer 1.4 CEU and 16.5 hours of instruction is recorded as 1.6 CEU, not 1.65 CEU. Only instruction time may be counted in a contact hour; time for welcoming sessions, breaks, and meals is excluded. CEU's are not available for programs with less than three contact hours. Once a class has been approved for a certain number of CEU's, a class participant may not be awarded more than, or less than, the determined amount. If the student does not complete the requested number of approved hours, they have not satisfactorily completed the class and no CEU will be awarded.

Approval Guidelines

To obtain permission to offer CEU for programs under WSU sponsorship and direction, please follow these guidelines:

Complete an original CEU Approval Petition in advance of offering the program. CEU Approval Petition forms are available from Center for Distance & Professional Education. Approval must be granted prior to announcement or promotion of CEU availability and prior to the start of the program. Please allow two weeks for processing. There is a \$25 processing charge per class offered. A WSU IRI or a check made out to Washington State University must be sent with the petition.

A CEU Approval Petition must be submitted for each program delivered to new audiences, whether or not changes have been made. Multiple programs delivered within a year must each have separate CEU Approval Petitions.

'Source of revenue' (12) means how the activity is being funded i.e., state supported, registration fees, county funds, etc.

The minimum amount for the enrollment fee (13) is always \$5 since that is the CEU processing fee for each CEU enrollment. If a registration fee is charged in addition to the CEU processing fee, list it plus the \$5, i.e., \$40 + \$5.

The 'Method of Determining Satisfactory Completion of Course' (15) describes how the instructor will evaluate the student's learning outcomes. If attendance is the only evaluation method used, please note that the minimum acceptable percentage of attendance is 80% and must be monitored.

The CEU Approval Petition is filled out by the person responsible for the content of the program or by Center for Distance & Professional Education when CDPE is managing the program. That person is listed as the Activity Director (16).

'Sponsoring Academic or Administrative Unit' (17) is the county or department when Center for Distance & Professional Education is not a sponsor of the program. Center for Distance & Professional Education will be named when managing the program.

The appropriate signature for 'sponsoring academic or administrative unit' is the county or department chair, or faculty program lead, when Center for Distance & Professional Education is not a sponsor of the program. If Center for Distance & Professional Education is managing the program, the conference manager will complete the form.

Incomplete or incorrect forms will be returned to the activity director and may delay approval.

The CEU administrator will obtain the remaining approving signatures on the CEU Approval Petition. Send the completed form to CEU Administrator, Center for Distance & Professional Education, 208 Van Doren Hall, PO Box 645222, Pullman, WA 99164-5222

Standard 2.H – Non-credit Programs and Courses

Professional Education (PE), a division of the Center for Distance and Professional Education (CDPE) at Washington State University (WSU), is the central unit entrusted with the role of facilitating non-credit professional and continuing education programs for the University. WSU's Land-Grant mission of outreach and access are exemplified by the types of programs PE provides, including dissemination of the scholarly work of WSU faculty, cutting edge industry research, and issues of societal importance through seminars, workshops, conferences, trade shows, and online certificate programs. We offer 50-60 programs a year of varying size and type, from 15 person seminars on Wealth Management to 30,000 person expositions on Sewing & Stitchery. In addition to providing the logistical support for continuing education programs on and off campus, PE is also responsible for approving Continuing Education Units (CEU's) for all WSU departments.

2.H.1: In the majority of programs facilitated by PE, WSU faculty play a key role in the planning, delivery and evaluation of the content. Faculty members are either the initiators of the programs, or are asked by PE to play a role on the planning committee to ensure the academic integrity of the content is maintained. Examples of programs initiated by WSU Faculty include:

Civil Engineering:

- Road Builders' Clinic
- Road & Street Maintenance Supervisors' Conference
- Water in the Pacific Northwest Conference

Electrical Engineering:

- Western Protective Relay Conference
- Western Power Delivery Automation Conference
- Hands-On Relay School

Extension:

- Inland Northwest Turf, Tree, and Landscape Conference
- Sewing & Stitchery Expo
- Volunteer Management Certificate Program (Online)

Speech and Hearing Sciences:

- Accent Reduction

Chemical Engineering:

- Chemical Engineering Summer School

Education:

- E3Washington
- Internet Safety For Educators (Online)

Honors:

- Western Regional Honors College Conference

In cases where faculty are not the lead instructors, care is taken to hire instructors who are industry or agency leaders and experts, ensuring the highest quality of instruction is provided wherever the University's name is associated. Potential instructors are evaluated by the Director of PE as well as the Dean of CDPE, WSU faculty knowledgeable about the industry, and subject matter experts.

All programs are evaluated by the participants and committee members, including faculty where appropriate. Data collected from these evaluations are used to improve content and delivery of conferences offered on a repeat basis, and also allows our staff to ensure that we are reaching the target audience with the information that they need in the manner best suited to do so. At this time, no official benchmarking has been done by PE to compare our services to similar units at comparable universities, and we do not currently have plans to undertake such a comparison. An example conference evaluation can be found here: http://professionaleducation.wsu.edu/conference_services.aspx.

One major role of the staff at PE is to ensure that all continuing education programs managed by our unit are administered using the strict guidelines outlined in WSU's Business Policies and Procedures Manual. Our staff is trained in financial, contractual, and records retention policies, and all fiscal transactions are administered through the CDPE Office of Administrative Services (OAS), ensuring strict compliance with all standards, practices, and state and federal laws.

2.H.2 PE maintains records for each program with regards to the “nature, level and quantity of service” we provide. Each individual program is recorded and tracked from year to year using metrics such as number of attendees, number of vendors or exhibitors, number of speakers, where attendees are from (states, provinces and countries served), number of attendees seeking CEU's, and various other statistics pertinent to the delivery of the program. The data we collect for each program also allow us to identify the influencers in industry, state, local and federal government, and non-profits who attend our events.

2.H.3 PE is responsible for awarding CEU's for any continuing education program offered by WSU. In so doing, PE uses the standards outlined in this <http://professionaleducation.wsu.edu/ceus.aspx> process. Care is taken to evaluate the academic rigor of each course in order to ensure the course meets all necessary standards. PE also maintains records of all those who have requested CEU's for their event, and all individuals who have earned CEU's for the past 20+ years. CEU transcript requests are also processed through our unit.