



UNITED ARAB EMIRATES UNIVERSITY

Section: ACA-CE

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Responsible Office: Continuing Education Center

Procedure for Awarding Continuing Education Units

Major Procedural Changes in This Release

This is a new procedure.

Guidelines

The Continuing Education Unit (CEU) is an internationally recognized, uniform unit that measures individual participation in noncredit continuing education program. The CEU serves a number of purposes:

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

The CEU is applicable whether information is transmitted from one person to another, from one institution to another, from individual to organization, from employee to employer, from one area of the country to another, or from one time period to another. The CEU may be used for the quantitative measurement, recording, reporting, accumulation, transfer, and recognition of participation by adults in non-credit continuing education activities.

Criteria For Program Approval

The following criteria shall be met in program approval for awarding Continuing Education Units (CEU) by Continuing Education Center at the UAEU.

1. There is an academic sponsor, (e.g. Agribusiness & Consumer Sciences, Civil and Environmental Engineering, Psychology).
2. The following program elements shall be determined during the planning stages and prior to the time the program is approved for implementation: program purposes and objectives, student performance requirements, evaluation procedures suitable for measuring the effectiveness of program design and operation, and the number of contact hours to be recommended for satisfactory completion of performance requirements.
3. The content is well organized and presented in a sequential manner.
4. There is evidence of pre-planning, which should include the opportunity for input by the target group to be served. The program should meet the educational needs of a specific target of population of professionally trained individuals.
5. The instructional personnel will be well qualified by education and/or experience.
6. There is provision for individual participant registration, which will include information required for record keeping and reporting.
7. There is provision for evaluation of each individual participant appropriate to the material presented.
8. The participants will be allowed to evaluate the program if they desire.
9. The event is not a committee meeting, delegate assembly, or similar meeting for policy making purposes.
10. The program has been approved for awarding CEU prior to being presented.

Information For Program Chairperson Completing CEU Application

Information from the CEU application is used to generate participant certificates; therefore, it is very important to be thorough when filling out the application. Incomplete application information could delay approval of your application. All information pertaining to the program should be computer entered or typed on the application. Avoid using "see attached" except in cases noted below where it is acceptable. The following items need special attention to ensure they are filled in completely on the application:

1. **Application ID / Program ID** - For internal use only; please leave them blank.
2. **Program title** - Limit of 50 characters (spaces included).
3. **Starting/ending dates and location** - Enter on application or a sheet may be attached listing all dates/locations of the program.

4. Brief description of the program - This information will appear on the certificates your participants receive. Do not exceed 144 digits or 25 words, including all spaces and punctuation. Please fill in this space with a statement rather than saying “see attached program.”

5. Program Formats - Record the format by the following categories:

(A) CLASS - A group formally organized for face-to-face instruction, which meets regularly but has intervening time periods between meetings and that usually extend over an entire session or intersession.

(B) CONFERENCE - A general type of meeting usually one or more days in duration, attended by a fairly large number of people. A conference will have a central theme, but is often loosely structured to cover a wide range of topics. The emphasis is on prepared presentations by authoritative speakers, although division into small group sessions for discussion purposes is often a relaxed activity.

(C) INSTITUTE - Similar to a conference, but more tightly structured to provide a more systematic development of its theme, with the emphasis more on providing instruction in principles and techniques than on general information. Participants are usually individuals who already have some competence in the subject matter. Institute programs may have a certain continuity, meeting on a yearly basis, for example.

(D) SHORT COURSE - A sequential offering, as a rule under a single instructor, meeting on a regular basis for a stipulated number of class sessions over a short period of time (e.g. one to three weeks). Quizzes and examinations may be given depending upon the determination of requirements. It may be informal and flexible in approach to meet the needs of students.

(E) WORKSHOP - Usually meets for a continuous period of time during one or more days. The distinguishing feature of the workshop is that it combines instruction with laboratory or experiential activity for the participants. The emphasis is more likely to be on skill training rather than on general principles.

(F) SEMINAR - A small group of people with the primary emphasis on discussion under a leader or resource person or persons.

(G) SPECIAL TRAINING PROGRAM - A skill program, which offers a combination of instruction and practice. The approach is usually on a more individualized basis than a workshop.

(H) CORRESPONDENCE COURSE AND/OR INDEPENDENT STUDY

(I) LECTURE SERIES

(J) VIDEOTAPE INSTRUCTION

(K) TELEVISED INSTRUCTION - (Satellite, broadcast, microwave, ITFS, narrowcast, fiber optics, cable TV, etc.)

(L) OTHER (please specify).

6. Number of CEUs requested - Calculate the number of actual contact hours of the program, excluding registration, luncheons and breaks as noted in “Definition of CEU” on p. 6, and attach a tentative program with time allocations. CEC will determine the appropriate number of CEUs to be awarded based on this information.

7. Sponsorship - In accepting the sponsorship of an education program for awarding CEUs at UAEU, the individual or department assumes responsibility for:

(A) Program planning and development.

(B) Selection of the most effective educational format for the intended purpose and objectives.

(C) Assignment of qualified staff for the program.

(D) Adequate management of the program and the design and implementation of evaluation techniques applicable to both individual participants and the total program. This is not meant to indicate that the program must be originated, developed and conducted by the UAEU staff member. Although this may occur, it does not indicate that the UAEU staff member has agreed to assume the responsibility to ensure that the educational program meets the criteria for CEU awarding by UAEU.

8. Participant Evaluation Procedures - Be as descriptive as possible in this area. There is no limit on words here. For a continuing education program to qualify for the award of Continuing Education Units (CEUs), the program leader is required to specify the method(s) for the evaluation of participants.

Evaluation Of Program Participants

This evaluation must involve the measure of the participant’s achievement of the learning objectives of the program. “Grading” is not desired, except to identify a level of satisfactory achievement. CEUs will be awarded to those participants who reach or surpass the level of satisfactory achievement.

Partial CEUs will not be awarded for the partial completion of a program (i.e. a person completing only half of a 0.8 CEU program will NOT be awarded 0.4 CEUs). Means of evaluating the achievement of participants will vary depending upon the learning objectives of the program, and may include any of the following:

(A) Written or oral examinations

(B) Paper presentations (including organized notes, written program summary, self-evaluation procedures, etc.)

(C) Performance observation

(D) Evaluation of a production (i.e. art form, weld)

Other innovative means of evaluating the learning of participants may be used where evaluative procedures listed above are not appropriate for the learning experience planned. CEUs will NOT be awarded to an individual participant in a CEU-approved program:

(A) Who fails to demonstrate satisfactory achievement, or

- (B) Who fails to complete the entire program, or
- (C) Who refuses to be evaluated.

9. CEU Certificates - The CEC is the only authorized UAEU to issue Continuing Education Unit and Continuing Education Certificates.

10. Addressee for Notices - Use the name and mailing address of the chairperson or other individual to whom the approval notice, CEU registration cards, and all other correspondence related to your CEU application should be directed.

11. Signatures/Approvals - Please be sure to secure all signatures before submitting your application to CEC. All applications should have at least 3 signatures: the Program Chairperson, the Department Chair, and the approval of the College Council or Delegated Continuing Education Coordinator. Include one copy of the program schedule with the CEU application. Your application cannot be approved without the program schedule. When your program brochure is printed, send one to CEC.

Registration Fee

A per-registrant fee will be assessed by CEC to help defray the cost of processing, recording, and storing individual data for each CEU-approved program.

Timing

This procedure is used whenever a training program development need is demanded by any college or unit within the UAEU. A CEU application must be submitted to and approved by the Continuing Education Center (CEC) prior to the start date of the program. All applications are good for two years from the first date of the program.

Application

This procedure shall apply to and followed by all UAEU colleges, departments, units, faculties, staff and centers.

Steps of the Procedure

1. Program chairperson sends a CEU application to Continuing Education Center Director following the guidelines described in the guidelines section of this procedure.
2. CEC Director reviews and evaluates the application according to the criteria described by this procedure.
3. CEC Director sends the program chairperson a program approval letter, with CEU registration cards and instructions on how to register participants for CEUs.
4. Program chairperson presents the program and participants fill out registration cards.
5. Program chairperson sends CEU registration cards to CEC and individual information is recorded by CEC into permanent UAEU-CEU file.
6. Program chairperson sends evaluation results and reports to CEC.
7. CEC review evaluation results and reports prior to issuing CEU certificates.

8. Individual Certificates are issued by CEC and mailed to participants within 4-6 weeks after CEU registrations are received.
9. An attendee list and letter confirming that certificates were mailed is sent to the program chairperson (or addressee listed on application) within one week after certificates are mailed.

Definitions

Continuing Education Unit (CEU):

One (1.0) Continuing Education Unit (CEU) is defined as:

- (1) TEN contact hours of participation (one contact hour being equal to 60 minutes of instruction)
- (2) in an organized continuing education experience
- (3) under responsible sponsorship,
- (4) capable direction,
- (5) and qualified instruction.

The educational experiences may also include non-traditional education programs such as independent studies and other activities of this type. Proposed educational activities must be approved by the College Continuing Education coordinator and the College Council before being submitted to the Continuing Education Center (CEC) for final review and approval. United Arab Emirates University, as an educational institution awarding CEUs, assumes the administrative responsibility for all programs in which faculty or staff are applying for CEUs to be awarded to their program's participants by CEC. The sponsoring academic department of any United Arab Emirates CEU educational activity is responsible for ensuring that the quality of the educational experience is of high caliber and reflects the objectives and goals of the institution. All United Arab Emirates CEU policies and procedures are in keeping with the International Association for Continuing Education and Training's (IACET) criteria and guidelines for the administration of the CEU. Copies of the international CEU guidelines are available from Continuing Education Center, the ONLY university unit responsible for administering and recording all United Arab Emirates University CEUs. The Continuing Education Council sets and reviews policy for administration of CEC CEUs.

The following activities are NOT CEUs :

- 1) The CEU is not to be used or awarded for any program or course carrying any academic credit at any level.
- 2) 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.
- 3) Meetings dealing with policy making, committee activity, delegate assemblies, conferences, professional societies or other such activities do not qualify for the CEU.
- 4) 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.

5) 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.

6) 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.

CEC: Continuing Education Center at the UAE University.

CEC Council: Continuing Education Council at CEC

Program Chairperson: A person assigned by College Dean or Department Chair or Unit or Club Director to organize, develop, and coordinate a training or professional development program within the UAEU Campus.

Related Policies or Procedures:

Policy for Awarding Continuing Education Units: ACA-CEC-01

CEU APPROVAL FORM*

Application ID:

Application Date:

Program Title: -----

Target audience:

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-
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Program Location:

Dates to be offered:

- 1) Needs Assessment. Describe how the needs were determined for this program.
Explain the process and who was involved.
- 2) List or attach a list of the planned learning outcomes.
- 3) List or attach a list of those involved in planning and instruction. Attach a brief vita of those involved in instruction.
- 4) Attach a course outline. List the various types of instructional strategies which will be used.
- 5) Explain the types of learning support and materials which will be provided.
- 6) Explain how participants will demonstrate their attainment of the learning outcomes.
- 7) Explain how the program will be evaluated by the participants and others if applicable. Attach a copy of any evaluation instruments which will be used.
- 8) What are the requirements for satisfactory completion?
- 9) Total number of contact hours: ----- Recommended number of CEU: -----
- 10) Program chairperson: ----- Phone: -----

For official use by CEC: *(please do not write below this line)*

() approved for ----- CEU

() need more information about: -----

() not approved because of : -----

Reviewed by ----- **Date**-----

Signature: -----

Program ID: -----

* (Should be filled by Program Chairperson)