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# AWARDING CEUS PROCESS

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## Purpose

I5O Consulting Services has determined the eligibility requirements for award Continuing Education Units (CEUs) to learning event participants. This document will detail the process for calculating IACET CEUs and recording the number awarded for each learning event and each learner. I5O Consulting Services has developed this policy to ensure that all course content is designed and reviewed according to compliance and accreditation standards including the standards of IACET.

## Responsibilities

I5O Consulting Services is responsible for calculating and awarding CEUs for all participants engaging in learning events.

## Procedures

Among the most common uses of CEUs are to record professional development, transitional, or knowledge improvement activities for professional workers undergoing what is called continuing professional education. I5O Consulting Services award CEUs to signify successful completion of programs and courses provided. The typical CEU represents a measure of time of experience in a structured continuing education experience (class, seminar, retreat, practicum, self-study, etc.) that is supervised in some way by a qualified continuing education provider.

During the initial course design of each learning event, the Senior Consultant will determine the number of CEUs offered for each course. This will be performed by completing a CEU Calculation Worksheet. The required assignments/activities required for course/training contact time will be assessed in the learning event design document. The assessment will

determine the maximum total minutes of all allowable activities for each course and therefore calculate the number of total CEUs for the course/learning event.

One (1) Continuing Education Unit (CEU) equals ten (10) contact hours of learner interaction with the content of the learning activity, which includes classroom, self-paced instruction, pre/post assignments, and/or homework in support of a learning outcome. A contact hour is one clock hour of interaction between a learner and instructor, or between a learner and materials, which have been prepared to cause learning. Contact implies a connection between a learner and a learning source. For purposes of the CEU, that connection is two-way; that is, the instructor or learning source must monitor the learner's progress and/or provide some form of feedback to the learner. This definition applies for face-to face interaction as well as distance learning programs.

When calculating the number of CEUs for a course, the number of contact minutes must be totaled and divided by 60 to arrive at the number of contact hours, see figure 1. Total contact hours must then be divided by 10 to obtain the number of CEUs. CEUs must be expressed in tenths of a CEU; that is; 17 contact hours equate to 1.7 CEU; a three (3) contact hour program equates to .3 CEU.

To effectively determine the length of a learning event, I5O Consulting Services will conduct a pilot study. This study will be an accurate portrayal of the learning event and will involve individuals who represent the target audience of the training. IACET CEUs will be issued to pilot study participants. After the pilot study, the Senior Consultant will assess the CEUs of the pilot learning event and confirm the length of the learning event. If changes are required, the Senior Consultant will perform the Standard Operating Procedures for Awarding CEUs and execute a CEU Calculation Worksheet. The Senior Consultant will reassess the maximum total minutes of all allowable activities for each course and update the learning design document.

Figure 1:

Determine contact time using the following formula in minutes (mins):

$$\frac{(\text{total mins all activities}) - (\text{total mins non-allowable activities})}{60 \text{ mins}}$$

\*Calculate the number of CEUs using the following formula in hours (hrs.):

$$\frac{\text{Contact time (hrs.)}}{10 \text{ hrs.}}$$

\*IACET CEUs are rounded to the nearest tenth.

Once the learning event is over, an I5O Consulting Services partner will review the learning event verification data to determine the participants who have met the requirements noted above to be awarded CEUs.

# Standard Operating Procedures

## Standard Operating Procedure (SOP)

Process Name:	Author (Date):	Approver (Date):	Remark (Department Name, SOP ID, etc.)
Awarding CEUs	Michael Boone, PhD (11/20/20)	Teresa Hardee, EdD (11/27/20)	

Responsible Audience	References
Senior Consultant	SOP Manual

This SOP's Purpose/Goal
To determine the eligibility requirements to award Continuing Education Units (CEUs) to learning event participants. This SOP will detail the process for calculating IACET CEUs and recording the number awarded for each learning event and each learner according to compliance and accreditation standards including the standards of IACET.

### Standard Operation:

**1. During the execution phase of each learning event, the Senior Consultant will confirm the course/learning event has been completed and approved.**

- Once the course has been developed and been approved by the appropriate staff, the Senior Consultant can engage in the CEU calculation.

**2. After the initial client meeting, the Senior Consultant will navigate to MyCloud (<https://home.mycloud.com/cloud/file>) and obtain the CEU Calculation Worksheet.**

- Open an Internet browser and navigate to <https://home.mycloud.com/cloud/file>.
- Navigate to the IACET Certification Materials folder.
- Open the "CEU Calculation Worksheet".
- Navigate to the Calculation tab.

**3. The Senior Consultant will complete the CEU Calculation Worksheet to calculate the initial CEUs to be awarded for the course/learning event.**

- Assess each activity that is required to complete the proposed course/learning event.
- Determine the maximum amount of time that should be allocated to complete this task/activity.

**4. Subsequent to the completion of the CEU Calculation Worksheet for the desired learning event, print the completed template to store on the internal drive.**

- Once the Needs Analysis Template is completed for the desired learning event, navigate to File --> Print in Microsoft Excel. Print to PDF for compliance documentation.
- Save the learning event CEU Calculation Worksheet.
- Upload the CEU Calculation Worksheet to myCloud. Open an Internet browser and navigate to <https://home.mycloud.com/cloud/file>.
- Navigate to the IACET Compliance folder and the file folder for the desired learning event.
- Upload the completed CEU Calculation Worksheet for that learning event into the file folder for the desired learning event.

Revision History:			
Version	Revised By:	Date:	CEO Approval Date:
1.0	Michael Boone	5/30/2020	5/30/2020
2.0	Michael Boone	11/20/2020	11/27/2020

## Definitions

- *Allowable learning activities:* Activities defined in the learning design document as learning activities allowed to calculate the total contact time for continuing education units. Examples include classroom, self-paced, distance learning or other projects in support of a learning outcome.
- *Unallowable learning activities:* These activities are those that do not contribute to the learning outcomes of the learning event. Examples include unplanned, unsupervised and unsponsored activities such as breaks, non-working lunch and anything promotional in nature.

## Approval(s)

Approver:	Teresa Hardee
Approval Date:	11/27/2020

## Revision History

Version #:	Policy Effective Date:	Next Review Date:
1.0	5/30/2020	5/30/2021
2.0	11/27/2020	11/27/2021