

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 \$10 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 \$10, i.e., \$40 + \$10.

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.

CEU Approval Petition Washington State University

1. Title of Activity/Course:			
2. Activity/Course Objectives:			
3. Brief Description:			
4. Planning Consultation:			
5. Target Audience:			
6. Estimated Attendance:	Format:	Level:	Introductory Intermediate Advanced
7. Tentative Dates:			
8. Cooperating Non-Institutional Organizations:			
9. Total Clock Hours of Instruction:	10. Number of CEUs Recommended		
11. Teaching Location:			
12. Source of Revenue:	13. Enrollment Fee:		
14. Instructor(s):			
15. Method of Determining Satisfactory Completion			
16. Activity Director:			
17. Sponsoring Academic or Administrative Unit:			

APPROVED:

Chair/Director, Sponsoring Academic or Administrative Unit

Date:

Director, Professional Education

Date:

Dean, Center for Distance & Professional Education

Date:

COMMENTS:

INSTRUCTIONS:

- (1) After completing the form, the Activity Director forwards two (2) copies to the sponsoring academic (normally department or program) or administrative unit for signature.
- (2) The sponsoring unit signs and forwards the two (2) copies to Center for Distance & Professional Education (zip5222)
- (3) Upon approval, a copy will be returned to the Activity Director and the original retained by Center for Distance & Professional Education.

Enrollment Guidelines

A Continuing Education Unit (CEU) Enrollment and Completion Form, must be completed for each student requesting CEUs for a program. This form is available from Center for Distance & Professional Education. This form will be sent to the Activity Director once the petition form is approved.

Section I is completed by the student, Section II is completed by the activity instructor, and Section III is completed by the activity director. The activity instructor and the activity director may be the same person. Be sure all sections are fully completed before forwarding the form and the \$10.00 fee to the CEU Administrator, Center for Distance & Professional Education, 208 Van Doren Hall, Pullman, WA 99164-5222. The activity director may Xerox a copy for department files. Any incomplete forms will be returned to be completed before processing.

The student is to complete the CEU Enrollment and Completion Form before the class begins. At that time the student should be told the requirements for successful completion and awarding of CEU. The enrollment fee of \$10.00 is due when the individual completes the enrollment form and is not refundable. Checks should be made out to Washington State University. If the program lasts more than a few days, send Xerox copies of the CEU Enrollment & Completion forms along with the moneys to the CEU administrator and a memo explaining the situation. This ensures that all funds are deposited according to University policy.

Center for Distance & Professional Education does not provide Certificates of Completion for CEU. The student may be given a Xerox copy, made by the activity director, of the CEU Enrollment and Completion form prior to delivery to CDPE.

Center for Distance & Professional Education maintains an individual's official CEU records and does not send out any notice or certificate to CEU enrollees upon successful completion of the program. Students may obtain their individual CEU cumulative record only by sending a written request and an additional \$5.00 fee to WSU Center for Distance & Professional Education, Pullman WA 99164-5222. An official WSU transcript will be prepared and sent.

CEU Transcript Fee

Effective August 01, 2008 the CEU transcript fees will be as follows:

Regular transcript request within a 48 hour turn-around	\$ 5.00/copy
Emergency transcript request within a 24 hour turn-around	\$10.00/copy
Request to have transcript faxed with hard copy follow-up	\$10.00/copy

Requested through the transcript request form and sent to:	WSU Center for Distance & Professional Education PO Box 645222 Pullman, WA 99164-5222
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