

CONTINUING EDUCATION UNIT (CEU)

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PURPOSE

The Continuing Education Unit (CEU) is designed as a uniform unit of measurement to facilitate the accumulation and exchange of standardized information about individual participation in non-credit continuing education. CEUs must be consistent with the Mission and Goals of TBCC, and characterized by high quality instruction with qualified instructors.

CEUs provide the opportunity for individuals to have recognition of their efforts to update/broaden their occupational knowledge, skills, or attitudes. Records of CEUs successfully completed provide a framework within which individuals can develop and achieve long-range educational goals through a variety of educational options. Having readily available permanent records permits individuals to maintain and transmit to others a record of their life-long occupationally related learning experiences.

The most common uses of a CEU record or transcript by an individual are to supply an employer or prospective employer with information on continuing education and training experiences pertinent to an occupational competence; and to provide documentation to registration boards, certification bodies, or professional and occupational societies, of continuing education undertaken to maintain or increase professional competence. CEUs are only available for occupational upgrading purposes.

One Continuing Education Unit is defined as ten contact hours of participation (with one contact hour defined as 60 minutes), in an organized continuing education experience, under responsible sponsorship, capable direction, and qualified instruction. The State of Oregon's Community Colleges & Workforce Development Department [<http://www.oregon.gov/CCWD>] requires that CEU courses be between 1 and 210 contact hours. Fractional CEUs may be awarded down to the minimum increment of 0.3 CEU for the successful completion of three lecture hours.

A Course Content & Outcomes Guide (CCOG) and a course outline must be developed according to TBCC's "Guidelines for Course Content & Outcomes Guides." CCOG's must be completed and on file with the Office of Instruction prior to offering the CEU instruction. CEUs may not be awarded for anything less than what was originally approved for a given CEU number and title. Documentation of the faculty's qualifications will be kept on file in the department offering the CEU course.