

CONTINUING EDUCATION UNIT

ADMINISTRATIVE RULE NUMBER: D022

LAST APPROVED: December 2, 2008, March 9, 2016, May 29, 2019, November 9, 2019

RELATED TO POLICY SERIES NUMBER: 426

PURPOSE

A request for Continuing Education Unit instruction may originate from an individual, an employer, or a professional association. In addition, TBCC staff may identify the need for CEUs within business, industry, labor, government, and/or professional organizations. When a need has been identified, a TBCC staff member will validate the need for the CEU instruction with the Vice President of Instruction and Student Services.

Examples of activities that do not qualify for CEU include:

- A. Committee Work - Committee meetings, activities, and assignments are not appropriate for the awarding of CEUs.
- B. Credit Programs - CEUs and academic credit, for secondary or post-secondary courses and programs, may not be awarded simultaneously. There is no relationship between CEUs and academic credit. Academic credit applies specifically to certificate/degree requirements and CEUs are not awarded for that purpose.
- C. Entertainment and Recreation - Attendance at cultural performances, entertainment, recreational meetings, or participation in travel groups.
- D. High-school Equivalency - Programs leading to high-school equivalency certificates or diplomas.
- E. Individual Scholarship - Independent writing or the presentation of papers outside of a planned, directly supervised continuing education experience that fulfills CEU criteria.
- F. Mass Media Program - Programs delivered through the media (e.g., television, radio, newspaper) do not qualify for CEUs, unless these activities are an integral part of a planned continuing education experience that qualifies under CEU criteria.
- G. Conferences and Conventions - Meetings, conferences, and conventions of professional/occupational organizations do not automatically qualify as continuing education experiences. However, specifically organized courses, workshops or seminars held in conjunction with meetings, conferences, or conventions may qualify for CEUs when the CEU criteria are met.

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H. Instructing - Instructing or leading a continuing education experience for which CEUs are awarded is not an appropriate activity for the awarding of CEUs.

I. Work Experience - On-the-job training and other work experiences do not qualify for CEUs unless the experience is offered according to CEU criteria. CEUs are not awarded for prior life/work experiences.

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) 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 instructor's qualifications will be kept on file in the department offering the CEU course.

The requirements for the successful completion of CEU instruction are to be established prior to the offering and provided to the students at the first session. Requirements should include demonstrations of competence based on course objectives and learning outcomes.

The grades recorded for CEU instruction will be in accordance with Policy 432 Grading Guidelines. Grades are available through MyTBCC at the end of each term in the same manner as presented in credit classes.

CEU Students register for CEU courses using established registration processes.

A TBCC student record will be established that includes name and student identification number of the student, title of the CEU course, term and year of completion, number of CEUs awarded, and an indication as to whether or not the student has successfully completed the CEU instruction. The permanent CEU transcript will be maintained for

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each student who has enrolled in a CEU course, and can be separate from the transcript for work taken in a credit program.

A department offering CEU instruction is responsible for the evaluation of course content and instructor. Evaluation procedures must include feedback from students, employers and/or professional organizations, and instructors. Evaluations will be kept on file with the department offering the CEU course.