

## ACCET CONTINUING EDUCATION UNIT (CEU)

The Continuing Education Unit (CEU) is in the public domain and is commonly recognized as a standard unit of measure for continuing education and training, particularly as it applies to the personal and professional development of adult learners in a formalized, educational setting.

The CEU is defined as ten (10) contact hours of participation in an organized continuing education experience under the direction of qualified instructional personnel. To compute the number of clock hours that can be awarded, the number of 60-minute clock hours attributed to actual classroom activity is divided by ten (10). Therefore, if a class is two days at eight (8) hours per day, the units awarded would equal 1.6 CEUs. Instructional hours do not include breaks, meals, registration time, etc.

As an ACCET accredited institution, subject to a full spectrum on-site evaluation relative to the Standards for Accreditation, the institution ensures that any CEUs it awards demonstrate the following:

1. All courses/programs for which CEUs are offered appear on the list of continuing education offerings approved by ACCET.
2. The training is designed to meet the continuing education needs of the target student population.
3. Learning objectives are identified with specific performance expectations identified.
4. Qualified instructional personnel direct the training/activity.
5. Evaluation procedures are established and implemented to determine participant satisfaction and the effectiveness of the continuing education offering.

As an accredited member of ACCET, a national institutional accrediting agency recognized by the U. S. Department of Education, the accredited institution is listed in the American Council on Education's Accredited Institutions of Postsecondary Education (AIPE) and the Council on Higher Education Accreditation's (CHEA) website, which are widely used by government agencies, military services, corporations, and professional organizations for identifying credible education and training organizations relative to accepting CEU credits and establishing tuition reimbursement policies.

ACCET accredited institutions that award a CEU certificate to participants may include ACCET's logo in accordance with ACCET Document 30 – Policies for Recruiting, Advertising, and Promotional Practices to verify that the education and training offered have been evaluated in accordance with the standards, policies, and procedures of ACCET.