

Bemidji State University/Northwest Technical College Policy

Policy Name: Non-Credit and Continuing Education Unit Development and Funding	Effective Date: May, 2013
Policy Owner: VP for Academic Affairs	Last Review: 4/1/2019 Updated: 12/22/2020
	Next Review: 9/1/2022

Policy Statement

Bemidji State University (BSU) and Northwest Technical College (NTC) departments or employees offering non-credit (NC) or continuing education unit (CEU) activities will work through Advanced Minnesota, the regional customized training center in order to have a process of capturing all lifelong learning, enrichment, customized training, and professional development events all while maintaining financial integrity.

Scope and Purpose of Policy

The purpose of this policy is to establish the guidelines to be used at BSU/NTC on the development and funding of NC and CEU offerings. The primary result of the implementation of this policy will be; (1) The creation of records of educational experience for participants to document their efforts at self-improvement, increased vocational competence, and a commitment to lifelong learning. (2) The creation of an institutional planning, implementation and recording capability for demonstrating an ongoing commitment to continuing education and community service functions. (3) The recognition of Advanced Minnesota as the central office for NC and CEU programs.

Definition

Continuing education unit- Typically, one (1) continuing education unit (CEU) is defined as ten (10) contact hours of participation in an organized educational experience under responsible sponsorship, capable direction, and qualified instruction. However, the ratio can be calculated by specific professional organizations who have their own definition of a CEU. When it is possible instructional content input will be sought from the potential consumers of an activity prior to the time the final learning objectives are established, and in contrast to credit programs where individual participants are evaluated, CEU activities will be evaluated by

participants for program relevance and quality, and will bear no relationship to credit or competence units associated with university or college coursework.

Procedures

GUIDELINES

A. Criteria:

1. The learning activity should be planned in response to an articulated or perceived need of a client group. To fulfill this criterion, client groups, as well as individuals with expertise in the content area of the activity, should participate in the planning process.
2. The CEU activity shall be evaluated on its stated objectives in order to ensure an effective learning experience. A formal program evaluation provides the university or college with some evidence of the activity's community service and its consumer satisfaction. The evaluation will provide a basis for quality control and will be useful in future planning.
3. Records of attendance must be maintained to verify each individual's participation in the activity. Attendance of at least eighty (80) percent of the instructional hours is required for awarding of CEUs.

B. Limitations:

1. CEUs shall not be convertible to credits, but may be offered as supporting evidence for evaluation of prior learning for university or college credit.
2. CEUs shall be awarded only for an activity offered with prior institutional approval from the CEU coordinator.
3. If the offering department determines the activity is appropriate for credit, the activity can be offered for both credit and CEU, with appropriate student evaluation assignments for the credit option and any other necessary modifications. For credit programs, the regular curriculum approval procedures must be followed.
4. CEUs will not be awarded for the following activities:
 - a) High school equivalency programs
 - b) Orientation programs
 - c) Committee meetings
 - d) Policy assignments
 - e) Meetings and conventions, unless there is prior approval that the program meets CEU guidelines.
 - f) Mass media programs
 - g) Entertainment and recreation
 - h) Work experience
 - i) Individual scholarship
 - j) Self-directed studies
 - k) Association membership and certification programs, unless there is prior approval that the program meets CEU guidelines.
 - l) Time allocated to social activities, coffee breaks, luncheons, dinners, or

other similar non-contact hour activities.

m) Permits or merchandise

5. When a CEU activity is co-sponsored by the university or college and another institution, agency, or association, the university or college will generally have the responsibility for awarding CEUs and maintaining participant records.

6. Nothing in this policy is intended to suggest that all conferences, continuing education, community service, extension, off-campus, or other similar activities must be offered for CEUs or credit. They may simply be offered through Advanced Minnesota as a NC activity.

C. Implementation:

1. Responsibility for administration of the NC and CEU programs is assigned to the sponsoring department in conjunction with the CEU coordinator and Advanced Minnesota.

2. Ideas for NC and CEU courses and activities may be generated by individual faculty members, departments or persons not affiliated with BSU or NTC. The sponsoring department or individual must consider creating a culture in which diversity is embraced and all are welcome and validated when creating the NC or CEU course. All actual offerings must be approved by the CEU coordinator following the guidelines of this policy prior to seeking appropriate departmental approval.

3. The number of contact hours and appropriate CEUs must be determined prior to the beginning of the activity according to the guidelines of this policy. Partial CEUs may be awarded on the basis of total contact hours involved including increments of time. Each participant will pay an administrative fee for the cost of issuing the CEU certificate. As of October 2020, the cost is \$25.00 and subject to change in the future.

4. The CEU coordinator at each institution will work with Advanced Minnesota to provide the process and mechanism for establishing, maintaining, and transmitting individual participants transcripts of CEUs and NC hour-based offerings.

5. All offerings shall be self-supporting and shall not be offered at a loss regardless of future potential.

6. If workshop/activity does not meet minimum enrollment at the predetermined registration deadline, then the event shall be canceled.

CEU COORDINATOR RESPONSIBILITIES AND PROCEDURES:

1. Registration Request Form (includes work plan and estimated budget)

2. Recording the data which creates the transcript for CEU or permanent record for all NC registrations.

3. Record keeping

4. Certificates of Completion

Upon request provide professional expertise in the following:

1. Planning (using principles of adult learning, to arrange facilities, schedule events, etc.)
2. Implementation (registering participants, confirmation letters, nametags, registration packets, etc.)
3. Evaluation (assistance in designing evaluation forms, summarizing, etc.)
4. Follow up (any additional mailings, answering questions, etc.)

Contact the CEU coordinator a minimum of 3 months in advance. This person will assist you in the necessary steps to set up an activity, begin the paperwork and offer valuable advice and assistance for management of the activity. Printing, mailing, reservations, etc. often require substantial lead-time. A Registration Request Form must be completed and signed by all parties and will include a work plan for the various tasks related to the activity and an estimated budget.

When establishing the budget use actual dollar amounts for direct costs for items such as salary, printing, travel, breaks/meals, postage, purchase of materials, student help, marketing, certificates, rent, consultation, and any other budget items. State accounting regulations must be followed. Indirect administrative costs for the CEU coordinator should be determined in advance either as a percentage of the anticipated revenue and/or part of the participant fee. Indirect costs, such as credit card transaction fees, is considered part of the total cost of the activity. Costs incurred in activities that are canceled will be paid as agreed upon by the CEU coordinator. A record of expenses and income related to the event will be maintained by the CEU coordinator and a final report will be available.

Work with the CEU coordinator to plan, implement and evaluate the activity along appropriate timelines in order to have a successful activity.

Rationale

The intent of this policy is to utilize Advanced Minnesota to provide standardized procedures across the college and university.

Supporting References

- **Program Proposal**
- **Budget**
- **Evaluation Sheet**
- **Registration Form**