

RIO#/Fund: _____

Schedule No. and Term: _____

PURDUE UNIVERSITY
CONTINUING EDUCATION AND CONFERENCES
APPLICATION FOR ASSIGNMENT OF CONTINUING EDUCATION
UNITS (CEUs) FOR NON-CREDIT ACTIVITY

NOTE:

- **Activity Chairperson** - Please complete one copy of this form (Items 1-12), secure signatures requested under Item 13, and return to the activity coordinator, Continuing Education and Conferences.
- **All** approval signatures **must** be obtained prior to the first day of the lifelong learning activity in order for the program/participants to qualify for CEUs.
- Information regarding CEUs, *i.e.*, definition, objectives, program criteria, and activities which **do not** meet the criteria for awarding CEUs is on the reverse side.

1. Activity Title:

2. Principal Instructor:

3. Sponsoring Unit:

4. Format: Evening Class _____ Extension Class _____ Short Course _____ Workshop _____
Seminar _____ Special Training Program _____ Other _____

5. Description:

6. Objectives:

7. Activity Level: Post Secondary Undergraduate Graduate

8. Dates: _____ Daily Hours: _____

9. Anticipated Number of Participants: _____; Minimum _____; Maximum _____

10. Total Activity Contact Hours: _____ Number of CEUs Recommended: _____

**NOTE: ONE CONTINUING EDUCATION UNIT (CEU) IS TEN CONTACT HOURS
ROUND OFF TO THE NEAREST TENTH.**

11. Criteria for Determining Satisfactory Completion in Awarding of CEUs:

12. Name of Other Instructors, if any:

13. APPROVAL RECOMMENDED:

Activity Director or Instructor	Date
Activity Department Head	Date
Academic Dean	Date

14. APPROVAL GRANTED FOR

_____ CEUs

Dean, Continuing Education and Conferences	Date
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***CEUs INFORMATION**

Definition:

- One Continuing Unit (CEU) is defined as:
 - Ten contact hours of participation.,
 - In an organized lifelong learning experience...,
 - Under responsible sponsorship...,
 - Capable direction..., and
 - Qualified instruction

Objectives:

- To establish permanent records for individual participants for accumulating, updating, and transferring information concerning their non-credit lifelong learning experience,
- To provide a uniform system for accumulating data at the institutional and organizational level to assist in program planning and development, in administration and fiscal management, and in reporting comparable data, and
- To establish a system of measurement to facilitate the collection of data on a national basis and provide valid statistical information necessary for public policy determination and legislative action relating to non-credit and adult and lifelong learning activities.

Program Criteria:

- *Definition:* Educational activity fulfills each of the elements in the CEU definition,
- *Planning:* Program or activity planned in response to the educational needs of a target population or clientele group,
- *Objectives:* Clear statement of rationale, purposes, and goals is prepared for each educational activity prior to initiation,
- *Instruction:* Qualified instructional personnel are directly involved,
- *Registration:* Sufficient detail to provide necessary information for a permanent record of individual participation,
- *Records:* System for verification of satisfactory completion and for providing an approved list of those awarded CEUs to the office responsible for maintenance of these records, and
- *Program Evaluation:* Pre-determined evaluation procedures are used to measure effectiveness of program design and operation.

Activities Which Do Not Meet the Criteria for Awarding CEUs: Credit Programs, High School Equivalency, Indoctrination Programs, Committee Meetings, Policy Assignments, Meetings and Conventions, Mass Media Programs, Entertainment and Recreation, Work Experience, Individual Scholarship, Self-Directed Studies, and Association Membership and Certification Programs.

* *The Continuing Education Unit, Criteria, and Guidelines*, Council on the Continuing Education Unit, 1300 Old Columbia Pike, Silver Springs, Maryland 20904