Continuing Education Unit Guidelines

Emporia State University offers the opportunity for Continuing Education Units (CEU) to individuals who may be participating in professional workshops or training activities. This document outlines the details on the nature of the CEU’s processes for creating the CEU courses and offering the CEU’s costs, and persons to be involved.

Continuing Education Units
Continuing Education Units (CEU) refers to any type of post-secondary education used to: obtain additional certification; receive CEU’s required to maintain a license; or for personal or professional enrichment. Note: In no instance, shall a CEU be equated with college credits applicable toward a degree, certificate or license. Students may not earn both academic credit and CEU’s for the same activity.

CEU’s are designed exclusively for adults who already possess a college or university degree. Continuing education may take the form of workshops, seminars, conferences, or hands-on training. There is no specific format or length for a continuing education program: some may take a weekend, while others can span several weeks. In continuing education, students do not receive university academic credit, as the courses cannot be considered part of the undergraduate or graduate educational structure.

Prior approval to offer CEU’s is required for the awarding of CEUs. The university requires that events for which CEU’s is desired be presented to the Dean of Graduate School and Distance Education, the School or College Dean and/or Department Chair, for review and addition to the course schedule no later than the conclusion of the academic term (fall or spring) prior to the date of the proposed event.

The Continuing Education Unit (CEU) is a measurement of professional growth and development based upon participation in some professional workshop or event. The CEU’s require active participation of the student, and completion of all required course activities. It is not uncommon for both CEU seeking and non-CEU seeking students to participate in the same conference, workshop or professional event.

One CEU is awarded for each ten-hours of event time. A fractional part of a CEU may be awarded when appropriate. For example, a workshop that meets for 11 hours is eligible to receive 1.1 CEU; a ten-hour class receives 1.00 CEU. Costs for the CEU’s (outlined below) will be figured as fractional parts of a CEU as well. Note that CEU courses are graded on a CEU/no CEU basis. No letter grades are awarded.

Participants wishing to earn CEU’s must attend the full number of instructional hours; out-of-class work is not required. Students will receive documentation verifying completion of the CEU’s.
Creating a CEU Course

Persons wishing to create CEU courses should contact the ESU Office of Distance Education. A proposal form will be provided, to be completed and submitted by the person responsible for the course. The proposal will be reviewed and; (a) approved; (b) declined; or (c) returned for additional information. The proposed course cannot be advertised until approval is provided by the Dean of Graduate School and Distance Education, the School/College Dean and/or Department Chair. The proposal form will request such information as: name and contact information of the sponsor of the proposed course; title of the proposed course; dates and locations of instruction; individual(s) providing the instruction; course outline and objectives; and a listing of activities that will result in the awarding of CEU’s. Off campus face-to-face CEU courses MUST be approved by the KBOR (per Appendix F of KBOR policy manual) and as a result, courses must be approved no later than the semester prior to the proposed event.

A student may register for the CEU Course in a variety of ways. The student may pre-register for the class online at the Distance Education CEU website, phone Distance Education, mail registration form to Distance Education or register the day of the class. If the student registers the day of the class, the sponsoring organization will be responsible for enrolling and collecting fees from those individuals wishing to receive CEU’s. The enrollment forms and payment must be returned to ESU Office of Distance Education. A roster of any student who has pre-registered through the Office of Distance Education will be sent to the individual responsible for the course the day before the course is scheduled to begin.

Students may not be enrolled once the event has begun. Enrollment forms and payments will be processed through the Office of Distance Education, and a final course roster will be provided to the individual responsible for the course (the person who has submitted the course request). After the course is complete, the Office of Distance Education will provide each participant with a Document of Completion, which will be emailed as a locked pdf or mailed to the participant.

Fee Information

Minimum cost per CEU’s: $60.00 – Programs may set CEU rates at individual industry standards. Note, 75% of the revenue generated from the CEUs charges will be returned to the department hosting the workshop/program. Of the 75% of the revenue returned to the hosting department, 25% of this revenue must be returned to the instructor of the CEU course. The instructor revenue must be treated as a compensation; therefore, a Form C should be processed to pay the instructor the designated amount. If more than one faculty member is teaching the CEU, the 25% will be distributed equally to all instructors.

Each CEU requires ten contact hours of instructional time. Each hour of instructional time beyond the ten-hour minimum will require an additional 10% of the per-CEU fee.

The minimum amount of CEU offered per workshop, conference or event is one CEU.

Thus, a workshop participant enrolled in 11-hour workshop illustrated above would pay $66.00 for 1.1 CEUs. The department would keep $49.50 (the department would keep $37.13 – 50% and instructor would receive $12.37).

CEU courses are not considered part of faculty load but departments may consider including teaching CEU courses as meeting service expectations in departmental FRC documents.

Please Note: CEU Courses are NOT financial aid, Title IV eligible.
**CEU Procedures**

1. Complete CEU Proposal Approval form per policy. (Available through Distance Education)
2. Forward CEU Proposal Approval form to appropriate individuals for academic and administrative approval
3. Forward academic and administrative approval along with the CEU Proposal Approval form to Distance Education Administrative Assistant to have course set up for registration and receive KBOR approval.
4. A copy of the approved proposal will be sent to the instructor of record.
5. All CEU courses must adhere to all ESU policies and inform students of the ESU policy on non-discrimination and student accommodations.
6. Online registration for each CEU course. Distance Education is responsible for the online registration form.
7. Paper registration form to be used by instructor of the course for students registering the day the course begins, and available through Distance Education office.
8. Office of Distance Education will send a roster of all students pre-registered for the course to the individual responsible for the course, the day before the course begins.
9. Office of Distance Education will send each participant a Verification of Completion document after the course is over.

*Distance Education will NOT be responsible for the following items associated with CEU’s.*

1. Advertising or marketing of the workshop or course
2. Registration the day of the event – Distance Education will set up pre-registration on the web, provide instructor with a roster of all students pre-enrolled, and sign students up via the phone.
3. Set up for the day of the event. Anything related to the event is the responsibility of the department running the course.