

DSCC Policy for Issuing Continuing Education Unit (CEU) Credit

I. Purpose

The purpose of this policy is to formalize the requirements for continuing education units (CEUs) to be issued by Dyersburg State Community College Division of Workforce Development for completion of any non-credit course or apprenticeship program.

II. Scope

This policy applies to all Workforce Development (non-credit) courses for which DSCC is asked to issue CEU certificates of completion.

III. Policy

The CEU is a universally recognized standard unit of non-credit learning that allows individuals to gain recognition for efforts to update and broaden their knowledge and skills. The CEU is particularly helpful in professions where continuing education is mandated. Programs that qualify may include non-credit courses, workshops, seminars, apprenticeship programs, or conferences.

A. Definition of a CEU:

- One (1) CEU is ten contact hours of participation in an organized non-credit experience under responsible sponsorship, capable direction, and qualified instruction.
- A CEU recognizes an individual's participation in an approved non-credit program.
- A CEU is offered for true educational experiences, not for participation in entertainment, social, or athletic activities.
- A CEU is offered to individuals who attend at least 75% of an approved program.
- Breaks, luncheon meetings, or receptions are not considered qualified instruction periods and therefore do not count in the total number of hours. However, if these events include facilitated discussion or other educational contact, they may be considered for CEU contact hours.

B. Criteria for Issuing CEU Credit

In order for the Division of Workforce Development to approve a program for CEU credit:

- The program must be of strong educational content geared for professionals in a particular field or discipline, as judged by the DSCC Continuing Education staff.

- The program must be at least four clock hours in length.
- The program description, objectives, outline, daily schedule, and curriculum vitae of facilitator(s) must be submitted at least 30 days prior to the beginning date of the event and must be found to be adequate by the DSCC Workforce Development staff.
- A method of evaluation for the event must be submitted 30 days prior to the beginning date of the event and must be deemed appropriate by the DSCC Workforce Development staff.
- An accurate attendance record for the duration of the event must be maintained and submitted to the DSCC Workforce Development office within 10 working days following the course.
- Required Fees must be paid to the DSCC Workforce Development Center at a rate of \$25 per each CEU, per person (1 CEU =10 contact hours)

Additionally, those applying for CEU credit for a program must complete the application provided by the Director of DSCC Workforce Development and submit the required fees before CEU credit will be issued.

IV. Compliance

All faculty, staff and non- college professional development instructors requesting approval for CEUs through the Division of Workforce Development are responsible for adhering to this policy.

V. Definitions

Continuing Education Unit (CEU): One (1) CEU is ten contact hours of participation in an organized noncredit experience under responsible sponsorship, capable direction, and qualified instruction. A CEU recognizes an individual's participation in an approved non-credit program. A CEU is offered for true educational experiences, not for participation in entertainment, social, or athletic activities. A CEU is offered to individuals who attend at least 75% of an approved program. Breaks, luncheon meetings, or receptions are not considered qualified instruction periods and therefore do not count in the total number of hours. However, if these events include facilitated discussion or other educational contact, they may be considered for CEU contact hours.

VI. Revision History

Policy written 10/24/17 by Director of Continuing Education. Policy approved by Administrative Council on 10/27/17. Revision written 04/10/23 by Vice President of External Affairs. Policy approved by Administrative Council on 04/27/23.