



Office of Extended Studies

Continuing Education Unit(s) Guidelines

The Office of Extended Studies (OES) grants University of Maryland Continuing Education Units (UMD CEUs) for the successful completion of non-credit continuing education programs intended to improve knowledge and skills of professionals in the field. To signify completion, OES issues a *Certificate of Completion* which is valid for any organization that recognizes UMD CEUs. OES maintains a record of all CEUs awarded for five (5) years.

Procedure

Requests for UMD CEUs for non-credit professional development programs such as workshops, short courses, and seminars, must be submitted at least forty-five (45) days before the program start date. One program delivery per form. The *CEU Request Form* is valid up to one year from the approval date. Organizations must submit a new request for all subsequent offerings.

Non-affiliated organizations are required to identify a UMD sponsor. If your organization has not identified a unit in advance, OES forwards the request to university units that, based on the completed *CEU Request Form*, appear to be a good fit.

Incomplete forms will not be considered and will be returned. Upon receipt, OES reviews the completed request form and contacts the requesting organization of its decision via e-mail. If a request is not approved, a written notice will be e-mailed, indicating the reason(s) for denial.

Eligibility

1. All UMD affiliated campus units.
2. Non-affiliated organizations must be sponsored by a UMD academic unit, which participates in the review process.

Criteria

Non-credit continuing education programs must satisfy the following criteria:

1. Learner needs are identified and used as the basis for planned outcomes.
2. Learning outcomes are clear, specific, and measurable.
3. Learning outcomes are discussed with students as part of the instructional delivery.
4. Individuals involved in the planning and instruction are competent in the content area and knowledgeable in instructional methods and adult learning processes.
5. Content and instructional methods are appropriate for each learning outcome and accommodate various learning styles.
6. Assessment methods measure achievement of learning outcomes.
7. Learners are provided feedback on their mastery of learning outcomes.
8. UMD-CEUs may not be awarded for programs carrying undergraduate or graduate credits.

Calculating UMD CEUs

UMD CEU calculation is based on a nationally recognized measure.

1. One CEU is defined as 10 contact hours of participation in an organized education experience under responsible sponsorship, capable direction, and qualified instruction (includes classroom, self-paced instruction, pre/post assignments, and/or homework) in support of a learning outcome.
2. In computing the number of continuing education units to be awarded, only the number of instructional hours or the equivalent shall be considered. Breaks and lunch are not to be included. Approval procedures for “equivalent” activities shall be the same as procedures for program approval.
3. Determine the number of contact hours by adding all countable portions of the learning event.
Example: A learning event has six 50-minute sessions with 10 minutes between for set-up. The number of contact hours would be computed as: $6 \times 50 = 300$ total minutes in organized, interactive learning. $300 \text{ minutes} / 60 \text{ minutes in an hour} = 5$ contact hours.
4. Divide the number of contact hours by 10 to get the number of CEU(s). Following the above example: $5 \text{ contact hours} / 10 = .5 \text{ CEU}$.
5. CEU may be expressed in tenths of a CEU (i.e., 17 contact hours equate to 1.7 CEUs; 3 contact hours equate to .3 CEU). Do not express the CEU past the tenths place (i.e., if your calculation should be 1.78, express this as 1.8 CEU).
6. When the fractional part of an hour is at least $5/6$ (50 minutes or more), the fractional portion should be counted as a whole hour. Any portion of an hour between 30 and 49 minutes should be counted as 30 minutes. Any part of an hour less than 30 minutes should be discarded.

Participants and UMD CEUs

The program contact is responsible for disseminating the following information to participants:

1. the number of UMD CEUs to be awarded,
2. the name of *University of Maryland* as the awarding institution,
3. the definition of a CEU, and
4. the following statement: “Program participants are expected to check with their professional association or employer to determine the acceptability of University of Maryland CEUs.”

Awarding of CEUs—Certificate of Completion

Within 30 days of program completion, the program contact must submit the following:

1. A completed *Certificate of Completion Information Form*. This form will be included in the approval of the *CEU Request Form* e-mail. The form asks for participant name and permanent mailing address. Certificates will not be mailed to a participant’s work address.
2. The form also requests a verification that each participant attended the learning event(s) and satisfactorily met the requirements for the noted UMD CEUs.

Fees—Certificate of Completion

1. If OES mails the certificate:
 - a. \$25 per certificate for domestic participant (via 1st class U.S. mail).
 - b. \$45 per certificate for international participant (via air mail).
2. If the certificate is sent to the organization:
 - a. \$25 per certificate for all participants.
3. For reprints/resending due to non-OES errors: Above fees charged as applicable.

Payment

The requesting organization submits payment on behalf of participants with the *Certificate of Completion Information Form*. No individual participant payment is accepted. The following payment methods are accepted.

1. University of Maryland KFS.
2. Check made out to “*University of Maryland*.”
3. Credit Card.