



Date Submitted _____

CEU Course # _____

**REQUEST FOR CONTINUING EDUCATION UNITS (CEUs)
(Please Type)**

Program Title _____

Program Coordinator _____ Phone # _____

School/College _____ Dept. _____

Starting Date _____ Ending Date _____ Location _____

REPETITIONS:

Starting Date _____ Ending Date _____ Location _____

Starting Date _____ Ending Date _____ Location _____

Starting Date _____ Ending Date _____ Location _____

Number of Calendar Days _____ Number of Instructional Hours _____

Required Hours of Participation _____ Number of CEUs Requested _____

Estimated Attendance _____ Person Certifying Attendance _____

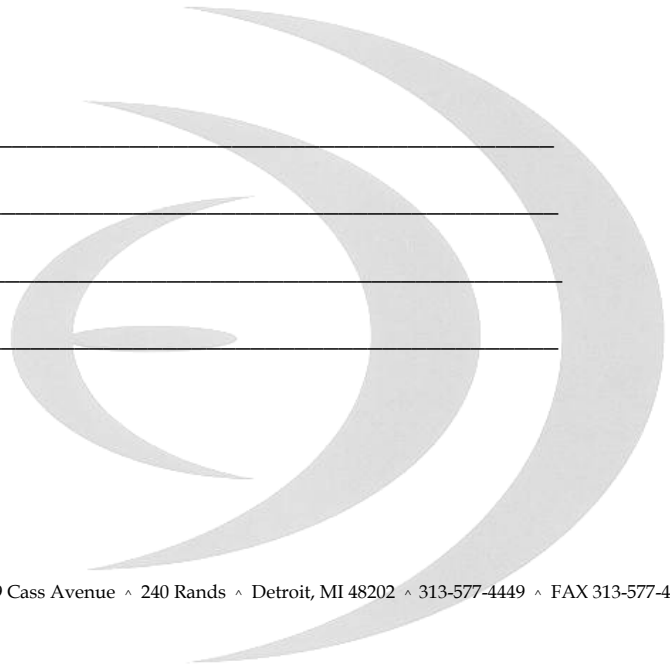
PROGRAM PLANNING REPRESENTATION

WSU Representative _____

Title and Affiliation _____

Content/Instructional Representative _____

Title and Affiliation _____





PROGRAM CONTENT DESCRIPTION (up to 50 words)

PROGRAM OBJECTIVES AND RATIONALE

BRIEF DESCRIPTION OF INSTRUCTIONAL FORMAT

EVALUATION MECHANISM TO BE USED (please attach)

VITA(AE) OF INSTRUCTOR(S) (please attach)

OTHER RELEVANT INFORMATION

NOTE: Please attach program agenda showing precise schedule and sample of program brochure (if applicable) displaying WSU affiliation.

Review Committee Recommendation

Approved for _____CEUs

CEU Course # _____

Disapproved because:

Date

SB CEU Coordinator

Date

Chair CEU Review Committee





REVIEW PROCEDURES FOR THE APPROVAL OF THE CONTINUING EDUCATION UNIT

Approval to award CEUs for a non-credit educational activity is given by the Continuing Education Unit Review Committee. The Committee is composed of the Dean of External Affairs, School of Business Administration, who serves as the Chairperson, and Program Coordinators who are experienced in program design, development, and evaluation. The Review Committee meets on a regular basis in order to accommodate requests for CEUS. *Requests must be submitted at least 30 days before the program date.*

The Committee will review completed Request for Continuing Education Unit forms. Before submitting a Request Form, please make sure that it is complete, and that all documentation has been attached. Incomplete forms will be returned with an explanation.

Once the Committee has approved the request, it is then forwarded to the Office of the Provost for approval. The CEU Coordinator shall notify requesters of the final decision.

DENIAL OF REQUEST FOR THE CONTINUING EDUCATION UNIT

If a request for Continuing Education Units does not receive approval from both the Continuing Education Unit Review Committee and the Provost's office, the program will not be authorized to award CEUs to program participants. A written notice of denial will be sent to the requester, indicating the reasons for denying the CEU request.

A program that has not been authorized to award CEUs may be revised to address the Committee's concerns and resubmitted for approval.

ADVERTISING AND VERIFICATION PROCEDURES FOR THE CONTINUING EDUCATION UNIT

Once a program has been approved for Continuing Education Units, the Program Coordinator is responsible for advertising CEU approval to potential program participants. The statement used must include the number of CEUs to be awarded, the name of Wayne State University as the awarding institution, and the definition of a CEU.





INSTRUCTIONS FOR COMPLETING A REQUEST FOR CONTINUING EDUCATION UNITS FORM

The following information is provided as a guideline for persons completing the Request for Continuing Education Units Form. Please note that a request form must be submitted at least thirty days prior to the program date.

Program Title: Indicate the exact title by which this program will be identified and promoted.

Program Coordinator: Indicate the exact title of Program Coordinator by which this program will be identified and promoted.

School or College and Department: Indicate the name of the WSU School or College and department responsible for the activity.

Starting Date: Indicate the month, day, and year this program will begin.

Ending Date: Indicate the month, day, and year this program will end.

Location: Indicate the exact building and city where registration will be held. List instructional location also, if different.

Repetitions: If this activity will be repeated on another date or in another location during the twelve months immediately following the dates and location first listed, indicate additional dates and locations here; attach additional sheet if needed. It is not necessary to complete a separate form for exact repetitions of a program approved for CEUs unless repeated dates are not listed on the initial application.

Number of Calendar Days: Indicate the number of calendar days over which this program will occur.

Number of Instructional Hours: Indicate the total number of clock hours. *Do not include registration, breaks, free time, lunch, and similar activities.* For fractions of an hour of 30 minutes or less, round total clock hours to the nearest higher hour.

Required Hours of Participation: Indicate the minimum number of hours a single participant must attend to earn CEUs for the program. For example, a program with 23 instructional hours could be proposed for 2.0 CEUs and require 20 hours of participation, or it could be proposed for 2.3 CEUs and require 23 hours of participation. Please note that a program will be assigned a specific value and a participant must attend the number of hours specified on this portion of the request form to receive CEUS.

Number of CEUs Requested: Indicate the number of CEUs requested for this particular educational activity.





Estimated Attendance: Indicate the estimated attendance for the program.

Program Planning Representation: Program planning and development must include input from representatives of at least two groups: content/instructional experts and an academic or administrative unit at Wayne State University. If the content/instructional expert is from a WSU unit, list only one representative. Indicate the name, title, and affiliation of each person listed on the request form.

Program Content Description: Provide a brief (50 words or less) description of the activity.

Program Objectives and Rationale: Specify the learner objectives to be met. Additionally, the purpose and reasons for offering this program should be stated. This information should be as specific as possible. If more space is needed, please attach an additional sheet.

Brief Description of Instructional Format: Describe the primary instructional mode(s) that will be used in this program; for example, "large group lectures to be followed by small group discussions" or "hands-on-application of newly developed software in a microcomputer laboratory." Be as precise as possible.

Evaluation: Briefly describe the evaluation mechanism that will be used for the program. Provide a sample evaluation form.

Vita of Instructor: Attach a copy of a current vita for each assigned instructor.

Other Relevant Information: Indicate additional information about the program that may be important or useful to the CEU Review Committee in assessing the request.

Program Agenda: Attach a copy of the proposed program agenda/brochure, including name(s) of faculty or other facilitators being utilized and precise schedule. Program agenda brochure must show WSU affiliation.

The Program Coordinator shall also be responsible for verifying the participation of all individuals to receive the CEU for the program. Verification shall be received by means of:

1. A daily sign-in sheet, on which participants indicate their attendance at the program by signature;
2. A CEU attendance form, completed by participants and submitted to the Program Coordinator at the completion of each day noting name, address, date, and title of program attended; or
3. Any other mechanism developed by the Program Coordinator and submitted for approval to the Review Committee with the Request for CEU Form.





DEFINITION OF CEUs

The Continuing Education Unit is a nationally recognized uniform measurement of participation in selected non-credit continuing education experiences. Wayne State University, in compliance with the International Association for Continuing Education and Training (IACET) defines one CEU as *ten contact hours of participation* in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. The CEU can be awarded in whole units or fractions of a unit with one-tenth unit for each contact hour.

PURPOSES OF THE CONTINUING EDUCATION UNIT

The Continuing Education Unit was designed to:

- Systematize recording and reporting of participation in non-credit continuing education;
- Provide a uniform system for accumulating quantitative data on participation in continuing education activities;
- Permit the accumulation, updating, and transfer of the continuing education record of an individual: and record the scope, range, and amount of noncredit courses, programs, and activities awarding CEUs that are offered by a particular educational institution.

In addition to serving these organizational and institutional purposes, the Continuing Education Unit is intended to:

- Encourage long-range educational goals and lifelong learning as processes of continuing education;
- Facilitate personal and professional development through the pursuit of knowledge; and
- Permit and encourage adult students to utilize a variety of continuing education resources to serve their individual needs.





TYPICAL PROGRAMS THAT QUALIFY FOR THE CONTINUING EDUCATION UNIT

The following suggestions for possible application of CEUs for University-sponsored programs are offered as illustrations. This should not be considered an all-inclusive listing and should not be used to limit the use of the Unit.

- Non-credit intensive courses, seminars, or workshops in technical and professional areas
- In-service training programs and demonstrations of new techniques in technical areas
- Programs offered through the University in cooperation with technical or industrial associations and designed to upgrade members in occupational or technical areas
- Liberal Education courses or workshops for the general public
- Paraprofessional or sub-professional training programs
- Vocational training programs
- Staff development programs

LIMITATIONS ON AWARDING OF THE CONTINUING EDUCATION UNIT

Listed below are examples of activities for which CEUs are not awarded to individual participants:

- Orientation programs
- Programs leading to high school equivalency certificates or diplomas
- Committee meetings
- Individual self-directed studies or other forms of independent learning experiences which are not subject to later verification by testing
- Conferences or assemblies for policy-making purposes
- Work experience and apprentice programs
- General reading or attendance at cultural performances, which are not supplemented by an organized instructional program
- Association business meetings
- An individual may not receive both academic credit and CEUs for the same program, even if the program carries both options

