



Boise State University  
**Center for Professional Development**

## **CEU Information and Guidelines**

### **CEU Guidelines**

CEUs are a nationally recognized measure of professional development and are made available through Boise State University's Center for Professional Development for use by government agencies, private businesses, certain professions and other organizations as well as select departments on campus. CEUs are utilized by these organizations for relicensing and professional advancement and salary increment decision-making. One CEU is defined as 10 contact hours of participation in an organized non-credit continuing education experience under responsible sponsorship, capable direction, and qualified instruction. One-tenth CEU may be awarded for each additional contact hour. For example, a 16 hour program would qualify for 1.6 CEUs. Please note that Boise State University's CEU Criteria and Guidelines model those of the International Association for Continuing Education and Training (IACET). For more information regarding the association, please visit their homepage at <http://www.cfpa.com/accreds/iacet.html>.

### **CEU Program Application**

- *Number of Contact Hours:* Specific to the projected time a participant will be spending within a learning environment. This could include speakers for opening, closing, or luncheons that include instructional time, but not breaks or meals when no instruction occurs.
- *Program Content:* A brief summary of the content of the program. This should be limited to 100 words and will appear on a CEU transcript. An ideal attachment that would accompany the application would be a conference brochure, itinerary specific schedule of events.
- *Learning Objectives:* What will learners be able to do or put into practice as a result of attending this event? This may also include instructional goals.
- *Instructor/Presenter Qualification:* A brief description of each presenter's credentials along with attached instructor bio.

### **Tracking Participants**

The *Program Coordinator* you assign will be responsible for tracking each student's participation time as well as collecting monies for registrations. If you have multiple events happening simultaneously or if you are offering a selection of events from which participants may choose, we recommend that you provide sign-in sheets for each of those events.

### **Student Fees and Certificates**

Student registrations are \$15.00 per participant, regardless of the number of CEUs earned; transcripts are available upon request; the fee is \$5.00 per transcript. Note: CEU Certificates of Completion are mailed by the Center for Professional Development to those participants who have successfully completed the course. Please make sure that the addresses on the CEU Registration Cards are legible.

We look forward to partnering with you on your upcoming event. Please don't hesitate to contact Jill Hella at (208) 426-3713 if you have further questions.