

# CONTINUING EDUCATION UNITS PROCEDURE

## PROCEDURE

- (1) CEUs can be initiated in the following manner:
  - (a) A formal needs analysis is conducted to identify areas of need. Methods of conducting an analysis may include one or more of the following:
    - Questionnaires
    - Surveys
    - Learner's comments and suggestions
    - Records reports
    - Observations
    - Customer requests
- (2) When a CEU learning event is initiated:
  - (a) The CEU Coordinator will notify the Human Resources Director of the learning event and will provide the name and contact information of the CEU Instructor
  - (b) An orientation packet will be provided by the HR Director
- (3) The Human Resources Director will provide orientation materials. The CEU Instructor must complete and turn in all forms to the HR Director prior to the learning event. All CEU Instructor forms will be entered into BambooHR.
  - (a) The HR Director will provide the CEU Instructor with a contract for review when payment is required. A fully executed contract will include signatures from the CEU Instructor and the CEU Coordinator.
- (4) The CEU Coordinator will provide the instructor with the CEU Instructor Handbook, CEU Check and Approval Form, and the CEU Master Syllabus.
  - (a) The CEU Coordinator will support the instructor in completing these forms.
- (5) Prior to the learning event, the CEU Instructor must complete and submit two forms to the CEU Coordinator for review and approval.
  - (a) CEU Check and Approval form requires the following information:
    - Name of the CEU learning event developer
    - Unit/Lesson Name
    - Start and End Date of the CEU
    - The number of CEU credits to be offered (0.066 CEUs per 1 hour)
    - Course Description
    - Course Image
    - Learning Outcomes
    - Time Allotted/Learning Environment
    - Instructional Methods and Materials Used

- Instructor Introduction
- Need and/or Purpose for the unit/lesson
- Assessment Method and Performance Criteria
- Accessibility Check
- Divulge any interest in any products, instruments, devices, or materials included in the training

Upon completion of the CEU Check and Approval form, it must be reviewed, approved, and signed by the CEU Coordinator. The CEU Coordinator will upload the document to the academic SharePoint.

- (b) Using the CEU Master Syllabus found in the CEU Instructor Handbook, the CEU Instructor must complete and submit a syllabus to the CEU Coordinator for review. The Syllabus will be made available prior to the learning event via email, as well as the day of the event. A course calendar/ agenda must also accompany the syllabus.
- Basic course information will be posted in the CEU module in Empower by the CEU Coordinator
- (6) CEU Registration is completed by each participant prior to the learning event (either within Empower/Student Records or by completing a paper form):
- (a) The CEU Coordinator provides the course title, date/time, location, and instructor name, ensuring consistency with the CEU Check and Approval form. Upon successful completion of the learning event, the CEU Instructor must indicate the grade given to the student. The form will be given to the CEU Coordinator, who will review the form for completeness and sign off.
  - (b) CEU registration is restricted by age (must be at least 18 years of age)
  - (c) The registration form must be completed via Empower or paper form.
  - (d) Tribal ID cards must be copied and submitted with the registration form or emailed to [admissions@bmcc.edu](mailto:admissions@bmcc.edu)
  - (e) CEU Coordinator will input registration forms to Empower.
- (7) During and after the learning event, the CEU Instructor must ensure the following forms are completed:
- (a) Assessment Documents
    - Each participant must complete the Student Course Evaluation form
    - The CEU Instructor must complete the CEU Assessment form
  - (b) The CEU Instructor must give the CEU Coordinator the Student Course Evaluation forms (if paper copies) and the CEU Assessment form. The CEU Coordinator will review the information for completeness and will upload it to Planning & Self Study.
  - (c) Students that received a Complete (CO) grade will be issued a certificate of completion via mail.
  - (d) Students that receive a Not Complete (NC) grade will be issued a certificate of participation via email.

- (8) The CEU Coordinator is responsible for submitting quarterly reports to the President, Dean of Distance Education, Vice President of Academics, and Vice President of Business and Finance indicating the number and a list of CEUs offered, participants successfully earning CEU credit, and plans for future CEU offerings.
  - (a) The CEU Coordinator will complete an annual self-audit checklist, BMCC's formal internal review process conducted to ensure the continuous quality of the CEU program and the consistent application of the IACET standards.
- (9) The Vice President of Business and Finance calculates the ISC Count, and will complete the following tasks:
  - (a) Calculate the ISC count and send the BIE annual reports. This BIE annual reports for the ISC count includes all CEUs received from students and the BIA will calculate the 10% CEU maximum allocation.
  - (b) The Vice President of Business and Finance will send the verification for formal signature by the President.