

Continuing Education Units

The Continuing Education Unit (CEU) is a universally recognized standard unit of non-credit learning which allows individuals to gain recognition for efforts to update and broaden their knowledge and skills. The CEU is most helpful in professions where Continuing Education is mandated. Programs that qualify may include non-credit courses, workshops, seminars, or conferences.

What defines a Continuing Education Unit?

- 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.

Criteria for CEUs

In order for the Office of Professional and Continuing Education to approve a program for CEU credit:

- The program must be of strong educational content geared for professionals in a particular field or discipline.
- The program must be at least four hours in length.
- Program description, objectives, outline, daily schedule, and vita(e) of facilitator(s) must be submitted at least 30 days prior to the beginning date of the event.
- An evaluation form or method appropriate for the event must be submitted 30 days prior to the beginning date of the event.
- An accurate attendance record for the duration of the event must be maintained and submitted within 10 working days following the course.

Your options for providing CEUs

Once your program has been approved for CEUs, you may elect to provide CEUs for all participants, or you may give the participants the option of CEUs. Often organizers will include the per-participant cost of the CEU certificate (currently \$25) in the cost of the program so that the provision for continuing education credit is seamless to the participant. However you decide to proceed, you will need to submit a list of attendees and an accurate record of their attendance to the Professional & Continuing Education Office within 10 working days of the event's conclusion. The PCE Office will generate the CEU certificates and mail them to the recipients. The University maintains CEU transcripts for a period of at least five years.

Continuing Professional Education

The University of Memphis can approve continuing professional education (CPE) programs in accordance with nationally recognized standards. CPE credits are measured by program length, with one 50-minute period equal to one CPE credit. One-half credit increments (equal to 25 minutes) are permitted after the first credit has been earned. Instruction time must be rounded down to the nearest full or half contact hour. CPE credit for university or college courses is based on one semester hour equal to 15 credits and one quarter hour equal to 10 credits.

CPE Programs must:

- Be based on relevant learning objectives and outcomes that clearly articulate the knowledge, skills and abilities that can be achieved by participants in the learning activities.
- Be consistent with the prerequisite education, experience and/or advance preparation of participant.
- Be current, technically accurate and effectively designed.
- Have been developed by individuals qualified in the subject matter and familiar with instructional design.
- Be reviewed by qualified persons other than those who developed them.

Criteria for CPEs

In order for the Office of Professional and Continuing Education to approve a program for CPE credit:

- Provide descriptive materials that enable participants to assess the appropriateness of the learning activity.
- Program description, objectives, outline, daily schedule, and vita(e) of facilitator(s) must be submitted at least 30 days prior to the beginning date of the event.
- An evaluation form or method appropriate for the event must be submitted 30 days prior to the beginning date of the event.
- An accurate attendance record for the duration of the event must be maintained and submitted within 10 working days following the course.

Your options for providing CPEs

Once your program has been approved for CPEs, you may elect to provide CPEs for all participants, or you may give the participants the option of CPEs. Often organizers will include the per-participant cost of the CPE certificate (currently \$25) in the cost of the program so that the provision for continuing professional education is seamless to the participant. However you decide to proceed, you will need to submit a list of attendees and an accurate record of their attendance to the Professional & Continuing Education Office within 10 working days of the event's conclusion. The PCE Office will generate the CPE certificates and mail them to the recipients. The University maintains CPE transcripts for a period of at least five years.

CEU/CPE Application Form

☐ Continuing Education Units ☐ Continuing Professional Education

The fee for applying for either Continuing Education or Continuing Professional Education is \$150 per program. If you wish to apply for both for your program, the fee is \$225. Please provide the following information and include the required items in your application packet. You can submit your packet in one of three ways:

- *By mail to Professional & Continuing Education, The University of Memphis, 101 Brister Hall, Memphis, TN 38152;*
- *By FAX to 901-678-2430; or*
- *By email to umce@memphis.edu.*

Name of program: _____

Date(s) of program: _____

Sponsoring organization, if applicable (please include mailing address):

Name of primary contact: _____

Address of primary contact (if different from sponsoring organization):

Contact phone(s): _____

Contact email: _____

☐ A check for is enclosed. *Please make checks payable to the University of Memphis.*

☐ Please charge the application fee to ☐ Discover ☐ Mastercard ☐ Visa:

Card Number

Exp Date

Verification
Code

Name on card: _____

Signature: _____

Be sure to include the following in your application packet:

- | | |
|--|---|
| <input type="checkbox"/> Program description | <input type="checkbox"/> Vita(e) of facilitator(s) |
| <input type="checkbox"/> Program objectives | <input type="checkbox"/> Evaluation form |
| <input type="checkbox"/> Program outline and daily schedule(s) | <input type="checkbox"/> Other supporting documentation |

A member of the PCE staff will contact you as soon as the application has been reviewed to inform you of the number of contact hours and CEUs and/or CPEs that your program will be awarded. At that time, appropriate forms for your participants to complete will be provided. Should your application not be approved, your application fee, minus a \$25 administrative fee, will be refunded to you.

Questions? Call 901-678-6000 or email umce@memphis.edu.