

## AAHEA CONTINUING EDUCATION UNIT (CEU)

The Continuing Education Unit (CEU) is in the public domain and is commonly recognized as a standard unit of measure for attributing continuing education and training activities, particularly as it applies to the personal and professional development of adult learners in a formalized, educational setting.

The CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. To compute the number of clock hours that can be awarded, ten divides the number of 60-minute clock hours attributed to actual classroom activity. Therefore, if a class is two days at 8 hours per day, the units awarded would equal 1.6 CEUs. Instructional hours do not include breaks, meals, registration time, etc.

As an AAHEA accredited institution, subject to a full spectrum on-site evaluation relative to the Standards for Accreditation, the AAHEA CEU demonstrates the following:

1. All courses/programs for which CEUs are offered appear on the list of continuing education offerings approved by AAHEA.
2. The training is planned to meet the continuing education needs of a group or target population.
3. Learning objectives are identified with specific performance expectations identified.
4. Qualified instructional personnel are chosen to conduct the training/activity.
5. Evaluation procedures are established and implemented to determine participant satisfaction and the effectiveness of the continuing education offering.

As an accredited member of AAHEA, a national institutional accrediting agency awaiting recognized by the U. S. Department of Education, the accredited institution will be listed in the American Council on Education's Accredited Institutions of Postsecondary Education (AIPE) and the Council on Higher Education Accreditation's (CHEA) website, which are widely used by government agencies, military services, corporations, and professional organizations for identifying credible education and training organizations relative to accepting CEU credits and establishing tuition reimbursement policies.

AAHEA accredited institutions that award a CEU certificate to participants may include AAHEA's logo in accordance with AAHEA Document # – "Policies for Recruiting, Advertising, and Promotional Practices" to verify that the education and training offered have been validated in accordance with the standards, policies, and procedures of AAHEA.