16 Non-Academic Courses

16.1 Continuing education units (CEUS)

16.1.1 Approval and awarding process

16.1.1.1 Policy

Continuing education units (CEU) may be offered for noncredit programs offered through Washington State University. CEUs are awarded only by the Office of Professional Education within Academic Outreach and Innovation. Several other Washington State University entities provide professional continuing education certification consistent with individual industries. Those entities include:

- College of Education
- College of Pharmacy
- College of Nursing
- College of Veterinary Medicine
- WSU Extension

16.1.1.2 Definitions

For CEUs, one CEU represents ten contact hours (60 minutes per hour) of participation in an organized, noncredit continuing education experience with qualified instruction under WSU sponsorship and direction. In order to earn the CEU, the participant must complete an assessment of learning deemed satisfactory by and signed off on by the activity director. One-tenth CEU may be offered for each contact hour. Partial contact hours are not considered in awarding CEU. For example, a program with 14 contact hours could offer 1.4 CEU and 16.5 hours of instruction is recorded as 1.6 CEU, not 1.65 CEU. Only instruction time may be counted in a contact hour; time for welcoming sessions, breaks, and meals is excluded. CEU's are not available for programs with less than three contact hours. Once a class has been approved for a certain number of CEUS, a class participant may not be awarded more than, or less than, the determined amount. If the student does not complete the requested number of approved hours, they have not satisfactorily completed the class and no CEU will be awarded.

16.1.1.3 Approval process

To obtain permission to offer CEU for programs under WSU sponsorship and direction, please follow these guidelines:

Complete an original CEU approval petition in advance of offering the program. CEU approval petition forms are available at the following link: https://conferences.wsu.edu/CEUS.aspx. Approval must be granted prior to announcement or promotion of CEU availability and prior to the start of the program. Please allow two weeks for processing. There is a $25 processing charge per class offered. A WSU IRI or a check made out to Washington State University must be sent with the petition.

A CEU approval petition must be submitted for each program delivered to new audiences, whether or not changes have been made. Multiple programs delivered within a year must each have separate CEU approval petitions.

'Source of revenue' means how the activity is being funded i.e., state supported, registration fees, county funds, etc.

The minimum amount for the enrollment fee is always $10 since that is the CEU processing fee for each CEU enrollment. If a registration fee is charged in addition to the CEU processing fee, list it plus the $10, i.e., $40 + $10.

The 'method of determining satisfactory completion of course' describes how the instructor will evaluate the participant's learning outcomes. Attendance is no longer an acceptable measure of assessment. All CEU programs must include some form of substantive assessment of learning signed off on by the activity director.

The CEU approval petition is filled out by the person responsible for the content of the program. That person is listed as the activity director.

'Sponsoring academic or administrative unit' is the county or department sponsoring the program.

The appropriate signature for 'sponsoring academic or administrative unit' is the county or department chair, or faculty program lead.

Incomplete or incorrect forms may delay approval.

CEU approval petitions are approved by the manager of professional education and the vice president of academic outreach and innovation. Criteria for approval include:

1. There is a WSU faculty member or academic department sponsoring or instructing at the event.
   a. If there is no faculty member listed, the proposal will need to be reviewed by a faculty member from a department that is knowledgeable about the subject matter.
2. There is a published agenda for the event/course.
3. The number of hours of instruction in the agenda match with the number of CEUS requested.
   a. If they don't match, a course may still be approved, but will only be approved for the actual number of hours of instruction.
4. The course/program must involve an assessment of student learning, with criteria for pass/fail.
   a. Attendees/students must be made aware of the assessment criteria.

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Related policies:
NWCCU, standard 2. C.16-19, continuing education and non-credit programs