

IFMA'S WORLD WORKPLACE 2009 CEU AND IACET

About CEUs

The Continuing Education Unit (CEU) is designed to facilitate recording, accumulating, and exchanging standardized information about individual participation and learning achievement in continuing education experiences. The CEU concept is designed to accommodate a wide variety of continuing education opportunities. The number of CEUs to be awarded can be determined only after the program or activity has been designed and the schedule has been established.

What is a CEU?

The continuing education unit is a standard of measure for continuing education or training. The criterion was developed by the International Association for Continuing Education and Training (IACET). IACET defines the CEU "as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." In other words, one CEU equals ten hours of instruction included in a specified continuing education program or activity.

The number of contact hours of instruction and appropriate CEU to be awarded are determined prior to conducting a learning experience. The award can only be made after the purpose and intended learning outcomes, requirements for satisfactory completion, content and content level, format, instructional methodology, instructional staff and time schedule of the program have been established. A decision to award CEUs cannot be made after the program or activity has been offered. The 60-minute clock is used as the contact hour in all continuing education experiences.

IFMA Headquarters Policy regarding IACET Criteria

IFMA has been designated a Certified Provider of Continuing Education Units by the International Association for Continuing Education and Training (IACET). As a Certified Provider, we have a responsibility to provide education that adheres to the IACET standards. Meeting these standards requires a partnership between the requesting IFMA Component Unit and IFMA Headquarters to ensure that all requirements are satisfied.

These are the criteria set forth by IACET:

- Each activity is planned in response to educational needs which have been identified for a target audience.
- Each activity has a clear and concise written statement of intended learning outcomes.
- Qualified instructional personnel are involved in planning and conducting each activity.
- Content and instructional methods are appropriate for the intended learning outcomes of each activity.
- Participants must demonstrate their attainment of the learning outcomes.
- Each learning activity is evaluated by the participants.
- The group has an identifiable unit, group or individual with clearly defined responsibilities for developing and administering learning activities.
- The group has a review process in operation that ensures the CEU criteria are met.
- The group maintains a complete record of each individual's participation and can provide a copy of that record upon request for a period of at least seven years.
- The group provides an appropriate learning environment and support services.