

CEU Policies and Procedures

(Connecticut State Board of Education)

Required Documents (from departments): The following must be submitted to the Registrar's Office 4 weeks prior to the program being offered (the Connecticut CEU logo must be affixed to all publications, advertisements, brochures and announcements related to activities offered for CEU).

- Completed *Description of a Professional Development Activity for CEUs form* (available on-line);
- A resume or reasonable substitute of the presenter(s);
- Promotional Materials (brochure);
- Evaluations (from all participants);
- Attendance records

Attendance:

Attendance must be taken at all activities that are offering CEUs. Records of attendance must be verified and reported for each session, workshop, or activity and participant in a manner appropriate to the calculation of time-on-task.

If attendance verification is other than a participant sign-in/sign-out, the presenter/trainer or representative must sign off on the attendance, attesting to the accuracy of the records.

Participation Requirements:

CEUs are calculated based upon successful completion of an activity, as stated in the objectives or outcomes specified for an activity. The clock hours of participation are used to calculate the number of CEUs to be awarded.

- 100% participation is required for activities of 5 hours or less;
- 80 % participation is required for activities of more than five hours, if extenuating circumstances exist, preventing the participant from completing the activity, e.g., illness, emergency situations.

Attendance policies must be stated prior to the start of an activity.

Calculation of CEUs:

To determine the number of contact hours or the duration of an activity, count the hours of the program, subtract breaks, lunches and other activities not directly part of the instruction experience or learning objective. Only complete instructional hours are considered in assigned CEUs (*fractions of hours are disregarded*).

Examples: 2 contact hours = .2 CEUs
 8 ½ contact hours = .8 CEUs
 17 ¾ contact hours = 1.7 CEUs
 17 contact hours = 1.7 CEUs

A CEU is used to document successful participation in a **not-for-college-credit** professional development or continuing education activity. Courses being offered for CEUs and courses being offered for college credit should clearly be distinguished from one another in any promotional materials.