

NC DIVISION OF SERVICES FOR THE BLIND POLICIES AND PROCEDURES ADMINISTRATIVE POLICIES AND PROCEDURES

Section:	C
Title:	Continuing Education and Training-Approval Procedures for Awarding CEU
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The North Carolina Division of Services for the Blind (DSB) has placed the responsibility of continuing education unit (CEU) with the In-Service Continuing Education and Training Rehabilitation Program Specialist (program specialist). This position will ensure that each continuing education and training (CE/T) event meets the following:

1. The activity is planned in response to educational needs that have been identified for the target population being trained.
2. The program/training learning environment and support services are appropriate.
3. Learning outcomes are clear, concise, and written as a part of the planning process.
4. Qualified instructional personnel are involved in planning and instruction.
5. Content and instructional methods are appropriate for the intended learning outcomes of each activity.
6. Participants attend all half-day sessions to be eligible for CEU credits.
7. Participants evaluate the learning activity, event or program.
8. Evaluations are summarized and analyzed.
9. Participant not successfully completing training are notify along with their supervisor in writing with reasons for the decision via e-mail or letter within 15 days after the end of the last day of training.
10. DSB utilizes the IACET for computation of CEUs:
 - a. 1 CEU = 10 hours of learner contact with the content of the learning activity (includes classroom, self-paced instruction, pre/post assignments, and/or homework in support of a learning outcome).
 - b. Time duration for a training event is documented and justified by the Provider.
 - c. Provider staff members who compute CEUs are trained on the formula and what is allowable.
 - d. The formula for classroom events is computed by summing all of the minutes for all activities in a learning event, subtracting time spent on non-allowable activities, dividing by 60 minutes, and dividing again by 10 hours, with the fraction for the last few minutes rounded off to the nearest tenth. If the resulting computation ends in less than .5, round down to 0. If the resulting computation ends in .5 or higher, round up to the nearest whole number.

- e. The formula for distance learning self-paced, or individual work should be based on the same formula as classroom events and established by a pilot program averaging the time required to complete the program or other reasonable method for computing hours for CEU application. This computation should be reassessed a minimum of once per year to validate the calculation. This reassessment should also take place in the event of a major change to course content, method of delivery, change in equipment/software, or demographic audience.

Once this has been accomplished, the program specialist should review and approve prior to the training event the following:

1. Statement to identify how the CE/T event was cited as a need for the population targeted.
2. Learning outcomes or objectives are established.
3. Agenda stipulating instructional methods and assessment for each session.
4. A vita for each presenter.
5. Statement of how participants will demonstrate their attainment of learning outcomes for each activity.
6. Copy of the "evaluation" to be utilized.

Event Approval Form-completed by the program specialist and placed in the CEU file.

Approval Checklist-completed by the program specialist and placed in the CEU file.

The CEU file is created by the office assistant utilizing Office and File Procedures

Once approved and after the training is complete, a CEU Certification Verification form with sponsor information is completed and forwarded to learners that have met all requirements to receive CEU.

The "name" line in the participant information area on the CEU Certification Verification form should never be distributed blank.

After training has been provided, the program specialist should put in the CEU file:

1. Written tests or other approved learning demonstration completed by learners that received a CEU Certification Verification form.
2. All completed original evaluations
3. The original sign in sheets for each half day session