

THE UNIVERSITY OF SOUTHERN MISSISSIPPI
Office of Professional Development & Educational Outreach

CONTINUING EDUCATION UNITS
DISTANCE LEARNING CONTINUING EDUCATION UNITS (CEUs)
APPLICATION PROCEDURES

Programs for which Continuing Education//Distance Learning Continuing Education Units (Online) are requested from The University of Southern Mississippi Office of Professional Development & Educational Outreach must meet the following guidelines.

1. The Request for Awarding CEUs form (**Attachment A, included in this packet**) and required documentation must be received by the Office of Professional Development & Educational Outreach **no later than two weeks prior** to the program starting date.

This documentation must include:

- clear and concise written statement of intended learning outcomes
- program content
- required instructor/learners interaction
- required learner technological skills

Application must be submitted every time a program is offered. For example, if the program is offered four times a year, a CEU application must be submitted each time. Following the first presentation of a program, the application process can be simplified for subsequent applications for the same program.

2. A **TIMED** agenda (see attached sample-Attachment B) must accompany the Request for Awarding CEUs form and must include a statement of learning objectives in sequential order of presentation. The timed agenda must contain times for each session of each day of the program. CEUs are based on 60-minute hours. This means that 0.1 CEU is granted for every 60 minutes of actual classroom time. This time does not include breaks, registration times, introductory periods, evaluation times, etc. However, the timed agenda must note such periods.

4. A copy of the evaluation instrument (see attached sample – Attachment C) must accompany the Request for Awarding CEUs form. The CEU evaluation is a measurement of how well participants learned the stated learning objectives. The evaluation should include open-ended, short-answer questions. A minimum of one question should be included for each learning objective. The evaluation is **NOT** a survey of participant's opinion. Evaluations will not be accepted with "yes/no" questions, opinion questions, nor "ranking," questions.

5. A vita for each instructor must accompany the Request for Awarding CEUs form.

6. A summary of the program evaluations must be forwarded to The University of Southern Mississippi Professional Development & Educational Outreach at the conclusion of the program.

7. The program must be approved by Professional Development & Educational Outreach before The University of Southern Mississippi CEUs are advertised.

8. When the program has been approved for CEU credit, the Requester (program provider) will be mailed an approval packet indicating the number of CEUs that were approved for the program, the CEU fee, and other materials necessary for the awarding of CEUs. The requester will receive detailed information about on-site registration options. On-site registration may be conducted by requester or designee, or requestor may choose to have Office of Professional Development & Educational Outreach.

CEU Registration Procedures:

(On-site Registration Options - Attachment D, included in this packet)

- If The Office of Professional Development & Educational Outreach is chosen to conduct the on-site CEU registration (request included in Approval packet), notification must be received at least two weeks prior to the registration date. This service is subject to approval and availability of personnel. If Office of Professional Development & Educational Outreach personnel are required be present for an on-site registration, the program provider is responsible for paying the on-site registration fee plus any other expenses incurred, including but not limited to travel, hotel accommodations, and meals.
- If The Office of Professional Development & Educational Outreach does not conduct the on-site registration, it is imperative that the attached specific CEU on-site registration procedures are followed. Professional Development must have on record the name of the individual who will be conducting the on-site CEU registration at least one week prior to the program starting date. This individual will be responsible for:
 - explaining to participants the CEU registration and awarding policies
 - insuring that participants accurately complete all CEU forms and roster
 - monitoring attendance at instructional sessions
 - forward all fees, rosters, and forms to the Office of Professional Development & Educational Outreach **(All registration information must be reported properly and completely to Professional Development & Educational Outreach and appropriate fees remitted upon completion of the program, otherwise CEU credit will not be awarded.)**

9. A CEU Information Form (**Approval Packet-Attachment B**) must be completed by each individual desiring CEU credit. The information on this form is vital to the appropriate awarding of CEUs. The CEU Information Form will be included in the approval packet.

10. Participants must attend all sessions of the program in order to be awarded CEU credit. To verify attendance, participants must initial the CEU Attendance Form (**Approval Packet-Attachment C**) before the beginning session of the conference/workshop and after the conclusion of the conference/workshop each day. **Any participant who does not initial for each session will not receive CEUs. There are no exceptions.** The CEU Attendance Roster cannot be changed once the program is concluded.

Sample TIMED Agenda

7:30-8:15	Registration *
8:15-8:45	Brief overview of scoring conference
8:45-9:30	Introduce and explore analytic scoring
9:30-10:15	Defining traits and identify key words
10:15-10:30	Break *
10:30-12:00	Discuss 5 Traits Scoring Guide in small groups and whole groups
12:00-1:00	Lunch *
1:00-2:00	Introduce anchor papers and begin scoring
2:00-2:15	Break *
2:15-3:00	Share demo lessons, strategies, websites, etc.
3:00	Dismiss

* Times/periods outside of actual classroom time.

Sample CEU Evaluation Based on Learning Objectives

Workshop Used in This Example: Professional Teaching Standards Workshop

Following are samples of question, which could be used for the CEU participant evaluation for Professional Teaching Standards Workshop.

Objective	1. Teachers will gain insight and become acquainted with the National Board Teacher Certification, Five Core Teaching Propositions, and Accomplished Teaching.
Possible Evaluation question	1. What is Accomplished Teaching?
Objective	2. Teachers will gain insight into the specific support services available to them through the Mississippi World Class Teaching Program at The University of Southern Mississippi.
Possible Evaluation question	2. What are two of the services available to teachers through the Mississippi World Class Teaching Program at The University of Southern Mississippi?
Objective	3. Teachers will analyze their own readiness level for the National Board of Teachers Certification (NBTC) process and apply their own practice to the NBTC process.
Possible Evaluation question	3. Describe your readiness level in the NBTC process, based on what you have learned in this workshop.
Objective	4. Teachers will be aware of the types of writing required for the NBTC process.
Possible Evaluation question	4. What types of writing are required in the NBTC process?
Objective	5. Teachers will gain insight into interpreting specific NBTC Standards and Entry requirements.
Possible Evaluation question	5. Name one of the NBTC Standards and Entry requirements.

These are examples on which to base the CEU evaluations for individual CEU workshops. Questions do not need to be at all comprehensive to each learning objective; rather, they only need to elicit a short answer which shows that the participant learned the objective. Many questions may suffice with a single word as an answer.

The critical issue is that the evaluation is NOT asking for the participants' opinions, nor their feelings; nor level of satisfaction. The evaluation is a measure of how well they learned the stated objectives. It measures whether or not the workshop was effective – not by asking them “Was the workshop effective?” but by quizzing them briefly on what they were supposed to learn.

From the desk of

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