

Continuing Education Units (CEU) Policy

BACKGROUND

The Continuing Education Unit (CEU) is a nationally recognized method of documenting and maintaining a permanent record of an individual's noncredit professional development and training activities. Purdue University participates in this practice, and Purdue CEUs are accepted by many credentialing organizations for certification and recertification purposes.

Under the standard used by Purdue, ten hours of approved classroom activity is equivalent to 1.0 CEU, rounded to the nearest tenth. Individuals should determine, through their particular credentialing organization, if and how Purdue CEUs apply to their situation.

POLICY

At Purdue University, CEUs are approved, administered, and recorded through the office of the Executive Vice President for Purdue Online. All potential CEU-granting activities must be approved prior to the activity taking place. The activity may be approved by completion of a CEU Form 200, *Application for Assignment of Continuing Education Units (CEUs) for Noncredit Activity*. This form must be completed by the sponsoring unit and then approved by the relevant Purdue academic department head and academic dean, or their designees. The Form 200 is then reviewed and approved by the Director of Purdue Online. Once the activity has been approved by the director, it will be set up in the permanent CEU-activity tracking database.

Once CEUs have been approved for satisfactory completion of the activity by the instructor (or designee), individual CEUs will be processed and recorded in the permanent CEU record by Purdue Online. This can be approved by completion of CEU Form 201, *Participant Information Form for Granting Continuing Education Units (CEUs)*. This form is usually completed by the student or applicant, in conjunction with the instructor or activity chairperson. Additionally, Purdue Online is open to receiving this information through a variety of ways, including but not limited to:

- Memo with appropriate approvals
- Spreadsheet or list of students who have successfully completed
- Verification of completed coursework in Learning Management System

There is a surcharge for each CEU record entered.

Once CEUs are processed and recorded for an individual, a digital copy of his or her CEU transcript is sent to the email address on file for them. If desired, an individual may request an official printed Purdue University transcript of his or her recorded CEUs by completing a *CEU Transcript Request Form*, which may be obtained upon request from Purdue Online. CEU records are maintained permanently, and transcripts may be requested for a nominal processing fee at any time after the activity is complete.

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