

MiBKC Continuing Education Unit (CEU) Description

Purpose:

- The primary purpose of the CEU is to provide a permanent record of the educational accomplishments of an individual who has completed one or more significant non-credit educational experiences.

- The International Association for Continuing Education and Training (IACET) provides compliance guidelines and certification of CEU programs. MSU follows the CEU guidelines developed by IACET in awarding CEUs.

Definition:

A CEU equals ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

MiBKC CEU Certified Workshops:

Title of Workshop	Amount of CEU	Hours of Instruction Needed	Delivery Method
Workshops (only titles listed on attached sheet are approved)	1.0	10 hours total	Face-to-face only
Infant/Toddler Workshops (only titles listed on attached sheet are approved)	1.0	10 hours total	Face-to-face only
Administration Workshops (only titles listed on attached sheet are approved)	1.0	10 hours total	Face-to-face only
18-Hour Relative Care Provider Training (full training only)	1.8	18 hours total	Face-to-face only
36-Hour New Child Care Provider Training (full training only)	3.6	36 hours total	Face-to-face only

Important Points to Remember:

- Only face-to-face workshops are eligible for CEUs.
- These trainings are certified separately through a documented application process therefore the numbers or titles cannot be altered in any way.
- CEUs earned for trainings cannot be combined; participants can either receive 1.0, 1.8 or 3.6 CEUs. If participants complete one or more trainings they will need to fill out separate applications for each workshop.
- Participants wishing to earn more than one CEU will need to fill out separate applications for each ten hours of training.
- Participants must fill out the appropriate CEU request form to begin the CEU process. All information must be completed on the form in order for it to be processed.

Requirements to Remember:

- CEU requests must be turned in NO LATER than one month after the last activity date.
- CEU requests must be completed ONE YEAR from the start of the first activity date.
- For October 1, 2009 – December 31, 2009 CEUs will cost \$7.00 per CEU application.
- CEU requests may take up to 6-8 weeks for processing once they are received on campus.
- Participants must have a valid email address to receive CEU notification. No paper copies of CEUs will be mailed to participants.
- It is not guaranteed that CEU requests or inquiries made to the CEU office older than one year or submitted after more than one month will be given or re-issued a certificate.
- Questions about CEUs should be directed to the MSU Extension Campus office at 517-432-7654.