



## WESTERN NEW YORK LIBRARY RESOURCES COUNCIL

Questioning existing practices.  
Testing new ideas.  
WNYLRC: a leader in library innovation.

# Continuing Education Credits

## What is a Continuing Education Credit (CEU)?

The CEU is designed as a uniform and nationally accepted unit of measurement applicable to noncredit continuing education.

### Purposes of the CEU:

- To provide consistent recognition and qualification of noncredit learning experiences.
- To permit the accumulation, updating and transferring of continuing education records for individuals.
- To encourage long-range educational goals, as well as lifelong learning, through planned continuing education.
- To provide uniform procedures for accumulating quantitative data on participation in continuing education activities.
- To document the scope, range and number of non-degree, non-credit courses, programs and activities offered by an educational institution.
- To systematize the recording and reporting of non-degree, non-credit continuing education within the institution.

### Intended Users:

The CEU is intended to serve a diverse group of learners from the library community in noncredit continuing education, public as well as private. It provides quality learning experiences to adult learners from post secondary to post doctoral levels, including vocational, technical, managerial or personal involvement. Participants may select educational programs which meet individual needs with assurance of receiving consistent quality. Program directors use the CEU as the basis for carefully planned and specified levels of educational achievement. The CEU can be adapted to such varying modes of educational programs as conferences, short courses, workshops, and institutes.

### Definition of Appropriate Programs for the CEU:

Programs provided through WNYLRC will receive a CEU credit through the Department of Information Science (DIS), Graduate School of Education, at the University of Buffalo. Those that receive approval will/may:

- Include proof of planning and instruction
- Be approved by WNYLRC's Outreach & Member Services Coordinator, Executive Director of WNYLRC, and the Chair of the Department of Information Science, Graduate School of Education, at the University of Buffalo
- Include an agenda and/or course objectives and expected outcomes
- Have a clear means of program evaluation
- Have a means to track attendance and to certify participants

### Programs that would qualify for CEU credits are:

- Half-day workshops of 2 hours or more, full-day workshops, seminars or institutes sponsored by WNYLRC and

held at WNYLRC or other location as specified

- All full-day or multiple-day workshops taught by training vendors contracted with WNYLRC to provide training

**Programs that will not qualify for CEU credits are:**

- Vendor demonstrations
- Trips
- Software demonstrations by vendor or WNYLRC
- Other workshops held at WNYLRC but not funded or sponsored by WNYLRC

**Steps to approving a CEU course/class:**

Publicity regarding unique offerings that are full-day workshops, seminars, institutes, or conferences that will receive CEU credits will be forwarded to the Chair of the Department of Information Science, Graduate School of Education, at the University of Buffalo for information purposes. The final approval for all CEU credits will be given by the Executive Director at WNYLRC and the Chair of the Department of Information Science, Graduate School of Education, at the University of Buffalo.

**Computation for CEU:**

The national standard credit hour of 1/10 CEU credit for every contact hour will be used in determining a workshop or course CEU total. No workshop with less than 2 contact hours will be considered for CEU credit unless mitigating circumstances warrants otherwise.

**Awarding and Recording of CEUs:**

CEUs are awarded to program participants who meet the requirements as established by the program administrator. The requirements are:

- Mandatory complete attendance at all sessions throughout the day of a particular program, since CEUs are calculated on the number of contact hours. Individuals known to leave early from a workshop or program can jeopardize receiving the appropriate CEUs allocated for the program.
- A separate CEU Registration form that must be completed and signed, and which should accompany the initial workshop registration form (or copy of online registration form with the words "copy" indicated at the top" with a separate check made out to WNYLRC in the amount of \$7 for processing the CEU.
- The Outreach & Member Services Coordinator at WNYLRC will verify attendance with sign-in sheets after the event has taken place. Upon this evaluation, the CEU will be granted to the participant.
- Individual cumulative records are maintained by WNYLRC, but the recipient is primarily responsible for keeping track of his/her CEU credits which will be given in the form of certificates. Total number of CEU credits earned for any one individual workshop/event will be clearly stated on the certificate. WNYLRC will record all CEU credits given to individuals, but will not provide regular reports.
- A special certificate will be mailed to the program participant after the registration form has been evaluated and processing fee received.
- Promotional materials which indicate the availability of CEUs will be distributed (mail, listserv, web, etc.) to our members. Information regarding workshops that are eligible for CEU credit will not be distributed prior to notification of approval from the Executive Director of WNYLRC and the Chair of the Department of Information Science, Graduate School of Education, at the University of Buffalo.

**Guidelines went into effect April 1, 2004**

