

## **CEUs – Continuing Education Units**

### **What is a CEU?:**

CEU stands for Continuing Education Unit. A CEU is a unit of credit equal to ten hours of participation in an accredited program designed for professionals with certificates or licenses to practice various professions. Examples of people who need CEUs include engineers, lawyers, CPAs, educators, nurses, architects, mental health professionals, and social workers. CEU records are widely used to provide evidence of completion of continuing education requirements mandated by certification bodies, professional societies, or governmental licensing boards.

### **Professional Requirements:**

Certain professions require that practitioners earn a specific number of CEUs per year to ensure that they are up-to-date with current practices in their field. Proof of credits earned is necessary in order to renew a license or certification. The annual number of CEUs required varies by state and profession.

### **Who Can Award Official CEUs for Training Conducted?:**

The International Association for Continuing Education & Training (IACET) offers the most industry wide accreditation of official CEUs. Colleges, universities, or any association, company, or organization that is willing and able to meet American National Standards Institute (ANSI)/ IACET standards established for a particular industry may be accredited to award IACET CEUs. Specific industries, such as nursing, have their own accrediting processes for CEUs. Any accredited CEU generally has a preface of the accrediting body.

### **Continuing Education Opportunities:**

Many professions organize national conferences to provide members with an opportunity to meet, network, and learn. Trade shows are a major part of these conferences, helping professionals to be aware of the many products and services that support their profession.

Many colleges and universities offer continuing education courses. Be sure to inquire about whether or not your local school is accredited to offer official CEUs.

Continuing education credits can also be earned online. Again, be careful. Make sure the organization providing the training is approved by the IACET before you invest any time or money.

### **How to Request CEU Credit for Training Taken:**

Contact your license/certification organization and ask for a copy of their CEU request form. If they don't have a form, they will explain their CEU request process. Expect to provide the following about the course(s) you attended:

- Certificate of Completion
- Course Description
- Length of Course
- Provider
- Course Agenda (Most will ask the amount of time spent on each topic)

If additional information is needed, you may be asked to contact the provider and request a copy of the course lesson plan or other documentation that describes the course content in more detail.