

Criteria for Awarding Continuing Education Units (CEUs) at Texas A&M University

Definition: Continuing Education: One Continuing Education Unit (CEU) is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. These contact hours can include readings, field trips, webinars, or any other engagement for the established program. Examples: professional development program, conference, short course, seminar, workshop, special training program, institute, symposium.

Continuing education may occur in three formats:

1. Face-to-face
2. Technology-assisted
3. Combinations of face-to-face and technology delivery.

Before You Launch Your CE Activity

1. Complete Attachment A (Continuing Activity Data Sheet). **Your application for CEU certificates must be submitted to CAPSO at least 1 month before the event. This form is valid one year from the date submitted. New forms need to be completed each year for annual events.**
2. To award CEUs, complete Attachment B (Required Information for Granting Continuing Education Units) plus the required attachment (listed in #1 on that sheet).
3. Return forms to: Continuing and Professional Studies Office (CAPSO), MS 4460.

After the CE Activity

4. Administer program evaluation to each CE participant. For sample evaluation, see Attachment E (Continuing Education Program Evaluation). If course is online, incorporate online evaluation into the instructional materials.
5. Program leaders and directors are to examine completed evaluations. Use feedback on program evaluations to ensure quality and effectiveness of the continuing education activity.
6. CE activity director is to complete and return Attachment C (Continuing Education Activity Report) and Attachment D (Participants of Continuing Education Units) to CAPSO. If handwritten, **please write names clearly**. CAPSO prints certificates using this list.
7. A fee [\$25 per certificate] is assessed. Payment is processed from an invoice from CAPSO via interdepartmental transfer or payable by check.

Questions? Email capso@tamu.edu

For printable forms, go to: http://capso.tamu.edu/Planning_CE/forms.html