

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP-3.14**

**TITLE: STANDARDS FOR THE AWARDING OF CONTINUING
EDUCATION UNITS (CEUs)**

SECTION 1. GENERAL

- | | | |
|-----|----------------|--|
| 1.1 | Scope | This policy establishes authority and standards required for awarding continuing education units (CEUs). |
| 1.2 | Authority | Title 133, Series 18, Section 2.3 |
| 1.3 | Effective Date | July 19, 2004 |

SECTION 2. STATEMENT

It is the policy of the Eastern West Virginia Community & Technical College Board of Governors that the College is authorized to award Continuing Education Units (CEUs) to participants in courses and classes not qualifying for academic credit.

For the general CEU, CEUs will be awarded to participants based on time spent in instructional and/or educational activities at the rate of one (1) CEU for every 10 hours spent in class or facilitator supervised educational activity. (For purposes of CEU calculation, a 50-minute hour shall be used.) General CEUs may be awarded at one-tenth unit intervals. Participants must attend at least 80% of all class sessions and demonstrate to the satisfaction of the instructor mastery of the material taught according to each class's pre-established learning outcomes. General CEUs may only be awarded in non-credit classes that can document learning outcomes in professional, vocational or technical fields of study.

The College applies to professional associations and/or governing boards for certification to award and/or keep record of professional CEUs within the various professional fields. In this case, the College will adhere to the time, performance, and any other criteria established by the respective governing body that certifies the College and/or its program to offer the professional CEU.

BOARD OF GOVERNORS, CHAIR

July 19, 2004

DATE