



UNITED TRIBES
TECHNICAL COLLEGE

Office of Extended Learning

Continuing Education Units

Continuing education units at United Tribes Technical College

The continuing education unit allows United Tribes Technical College (UTTC) to record an individual's successful completion of various activities, allowing individuals to earn CEUs in order to maintain or increase expertise in a career field or renew professional licenses. It is solely up to the certifying agency — not UTTC — whether to accept or decline UTTC CEUs.

What is a CEU?

The CEU is a uniform unit of measurement for noncredit continuing education activities that meet certain requirements. According to the International Association for Continuing Education and Training, one (1)CEU is defined as ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

A CEU is not equivalent to undergraduate or graduate credit and CEUs are only recorded to one decimal point (i.e., 15 contact hours is equivalent to 1.5 CEUs).

Criteria for awarding individual CEUs

UTTC requires the following criteria are met to approve and award CEUs:

- The noncredit activity is planned in response to an assessment of educational need for a specific target population.
- There is a statement of objectives and rationale.
- Content is selected and organized in a sequential manner.
- There is evidence of pre-planning, which should include opportunity for input by a representative of the target group to be served and the faculty or administrator having content expertise.
- The activity is of an instructional nature and is sponsored or approved by an academic or administrative unit of the university best qualified to affect the quality of the program content and approve the resource personnel.
- There is provision for registration of individual participants and the capability to generate data for institutional data reporting.
- Appropriate evaluation procedures are utilized and criteria are established for awarding CEUs to individual participants (attendance sheets, UTTC CEU evaluation forms)

Requesting CEUs through UTTC

In order to offer UTTC CEUs for participation or attendance at a particular event, the applicant must apply through the UTTC Office of Extended Learning (OEL).

Please complete the following CEU Event Approval Form

This form must be fully completed with all required signatures and submitted directly to the college CEU coordinator in the OEL at least one calendar month prior to the event start date. Applicants should work with the CEU coordinator to ensure that all required information is received.

If approval is awarded by the OEL, the CEU Coordinator will initiate and enter the event in UTTC's Jenzabar data system. At this time, the event will be turned over to and managed by the applicant. If the event is not approved, the college CEU coordinator will notify the applicant.

Processing CEUs

The applicant, who is the contact person for the CEU event, will be responsible for disbursing registration materials to the event participants, collecting completed forms and any other documentation required. All items must be submitted within five business days of the event end date to the CEU Coordinator.



UNITED TRIBES
TECHNICAL COLLEGE

Office of Extended Learning

Continuing Education Units

We recommend that all applicants keep copies of the CEU registration forms and generate a plan for monitoring/ recording attendance at an event — particularly for events that include several sessions or days. Please use the attached event attendance roster and event evaluation documents for your event.

CEUs are processed as follows:

Within ten (10) business days of event end date: The applicant provides the UTTC CEU Coordinator with the event attendance roster and event evaluation documents.

- Within fifteen (15) business days of event end date: The CEU Coordinator in the Office of Extended Learning verifies event roster and participant forms and generates a master Excel sheet of participants. The original forms and the Excel sheet of participants are then scanned and emailed to the Registrar's Office.
- Within five days of receipt of Excel sheet of participant's, the UTTC Registrar's Office assigns appropriate CEUs to each participant. At this time participants may access their permanent CEU transcript via the UTTC Registrar's Office.
- Within twenty (20) business days of event end date: The CEU coordinator provides the Director of Extended Learning with the event evaluations forms which will be scanned and shared with the Director of Institutional Assessment.
- Within thirty (30) days of event end date: The CEU Coordinator in the Office of Extended Learning will send out certificates of completion to participants. *(The events must be a minimum of 15 hours to be awarded a certificate of completion.)*

Changing an event

Any changes to an event after the approval process will require the event to be reapproved with a new CEU Event Approval Form at least five business days prior to the event start date. The original event number must be included on the new form. The applicant will contact the CEU coordinator.

Cancelling an event

If an event is canceled, the applicant must notify the CEU coordinator no later than the start date of the event so that he or she may alert the UTTC's Registrar's Office of the cancellation.

Access to CEU transcripts

Approximately three weeks after the CEU event end date, event participants may access their transcript by contacting the UTTC Registrar.

Applicant responsibilities

This person attends or coordinates the event and is responsible for the following:

- Distributing all registration materials to event participants explaining CEU process and timeline
- Generating a plan for monitoring/recording attendance at an event
- Collecting, fully reviewing and returning all completed materials to the unit CEU manager within ten business days of event completion
- Receiving final roster from unit CEU manager, assigning correct CEU amounts to each participant and signing the roster verifying completion
- Returning completed roster to unit CEU manager within 10 business days of event completion; and
- Answers all event participants' inquiries related to CEUs awarded for the event.