



# VCU Office of Continuing and Professional Education

VIRGINIA COMMONWEALTH UNIVERSITY

## CEU Event Application

### Continuing education units at Virginia Commonwealth University

The continuing education unit allows VCU 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 VCU — whether to accept or decline VCU CEUs.

#### What is a CEU?

The CEU is a uniform unit of measurement for noncredit continuing education activities that meet certain requirements. One CEU is defined as 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., 14 contact hours is equivalent to 1.4 CEUs).

### Criteria for awarding individual CEUs

VCU requires the following criteria be met by the university schools, colleges, departments, programs or offices awarding or sponsoring individual CEUs:

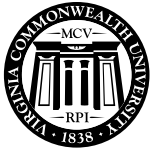
- The noncredit activity is planned in response to an assessment of educational need for a specific target population.
- There is a statement of objectives and rationale.
- Content is selected and organized in a sequential manner.
- There is evidence of pre-planning, which should include opportunity 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 reporting.
- Appropriate evaluation procedures are utilized and criteria are established for awarding CEUs to individual students prior to the beginning of the activity. This may include the evaluation of student performance, instructional procedures and course effectiveness.

### Requesting CEUs through VCU

In order to offer VCU CEUs for participation or attendance at a particular event, a university school, college, department, program or office must apply through the VCU Office of Continuing and Professional Education to sponsor the event. Nonuniversity entities do not have the ability to request CEUs directly from OCPE. The request must be sponsored and applied for by a university unit with expertise in the content area.

**Please complete the enclosed CEU Event Approval Form.** This form must be fully completed with all required signatures and submitted directly to the university CEU coordinator in OCPE at least one calendar month prior to the event start date. Applicants should work with the designated CEU manager within their school or unit to complete this process.

If approval is awarded, the university CEU coordinator will initiate or enter the event in OCPE's online registration system. At this time, the event will be turned over to and managed by the unit CEU manager. If the event is not approved, the university CEU coordinator will notify the applicant and unit CEU manager directly.



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## Processing CEUs

The event coordinator will be responsible for disbursing registration materials to the event participants, collecting completed forms and any other documentation required by the VCU unit sponsoring the event and submitting all registration materials to the unit CEU manager. All items must be submitted within five business days of the event end date.

We recommend that all event coordinators 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.

CEUs are processed as follows:

- **Within five business days of event end date:** The unit CEU manager enters each event participant into VCU's online registration system and sends the event coordinator a VCU event roster.
- **Within 10 business days of event end date:** The event coordinator assigns appropriate CEUs to each participant, signs the roster and returns it to the unit CEU manager
- **Within 15 business days of event end date:** The unit CEU manager enters all CEUs into the participants' records so they may access their permanent CEU transcript via the VCU online registration system approximately three weeks after the event end date.

## 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.

## Cancelling an event

If an event is canceled, the event coordinator must notify the unit CEU manager no later than the start date of the event so that he or she may alert the university CEU coordinator of the cancellation.

## Access to CEU transcripts

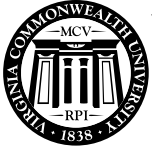
Approximately three weeks after the CEU event end date, event participants may access the online registration system to view and print their transcripts. Instructions on accessing one's transcript are available at [ocpe.vcu.edu](http://ocpe.vcu.edu). If technical assistance is required, contact the unit CEU manager listed on the CEU Registration Form.

## Event coordinator 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 five 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
- Answering all event participant inquiries related to CEUs awarded for the event

Office of Continuing and Professional Education | Virginia Commonwealth University | P.O. Box 842505, Richmond, Virginia 23284-2505  
Phone (804) 828-1322 | Fax (804) 828-6444 | [ocpe@vcu.edu](mailto:ocpe@vcu.edu) | [ocpe.vcu.edu](http://ocpe.vcu.edu)



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## CEU Event Approval Form

**Sponsoring university unit**

**Co-sponsor** (if applicable)

**Event coordinator**

(This person will serve as the contact for attendees and submit the final CEU Participation Report Form.)

**Phone number(s)**

**Email address**

**Mailing address**

**Event title**

**Brief description of event** (attach extra page or literature/publications as needed)

**Event location**

**Event dates**

**Number of contact hours**

**Evaluation procedure**

**Approved:** \_\_\_\_\_  
Dean or dean designee signature Printed name

**Date:** \_\_\_\_\_  
mm/dd/yy

**Approved:** \_\_\_\_\_  
Office of Continuing and Professional Education Printed name

**Date:** \_\_\_\_\_  
mm/dd/yy

Items below are for use by the Office of Continuing and Professional Education only

Event number: \_\_\_\_\_

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