

Ball State University

Continuing Education Units (CEU)

Ball State University awards CEUs to individuals who have successfully completed selected noncredit continuing education programs offered by the university.

Use of the CEU is designed to give recognition on a national basis to persons continuing their education and keeping up-to-date in their chosen fields by participating in Ball State sponsored noncredit programs.

The CEU is intended to serve all interests in continuing education, whether public or private and whether individual, instructional, institutional, organizational, governmental, or societal.

Definition of the CEU

One CEU is defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

This unit represents a sufficiently small amount of participation in continuing education so that it will be possible for an individual to accumulate a substantial number of such units over limited periods of time. The CEU has the further advantage of being computed simply for all formats and durations of continuing education programming wherever contact hours or their equivalent can be determined. Partial units may be recorded as called for by taking advantage of the decimal nature of the system of measurement (i.e., a 28-hour activity would provide 2.8 CEUs).

The CEU is applicable to the appropriate learning experiences of adults at all levels from post-secondary to postdoctoral; for all classes of adult learners, whether vocational, technical, professional, managerial or adults bent on personal improvement; and in all formats of teaching and learning known to the field of education.

Awarding and Granting of CEUs

The determination of the number of CEUs to be granted and awarded for a particular educational experience is the responsibility of officials within Ball State's Online and Distance Education unit, based upon the recommendations of the program director and/or instructor responsible for the format and content of the learning activity, and the academic department head.

The number of units will be determined by considering the number of contact hours in a formal learning situation and evaluating any other experiences connected with the program. Reasonable allowances may be made for activities such as required reports, laboratory assignments, field trips, and supervised study.

Process to Earn a CEU

1. Send completed [CEU application form](#), the [participant information form](#), and \$10 to [Debbie Ellison](#). (A new form must be completed each time the program is held).
2. One copy of approved CEU application form and one original participant information form will be returned to you.
3. Make copies of the participant information form for the participants to complete.
4. Mail completed participant information forms with the distribution instructions to Debbie Ellison at Online and Distance Education, Ball State University, Muncie, IN 47306.
5. CEU certificates will be distributed.

Note: The \$10 per-participant fee may be paid by the sponsoring organization or by the participants requesting the CEUs.

If you have questions, contact [Debbie Ellison](#).

The following suggestions for the possible application of the CEU for Ball State University sponsored programs are offered as illustrations but should not be considered as limitations in the use of the unit.

1. Noncredit intensive courses, seminars, or workshops in technical and professional areas (i.e., for engineers, lawyers, doctors, teachers, etc.)
2. In-service training programs on new techniques or in technical areas
3. Programs to be used in partial fulfillment of certificate of licensing requirements
4. Programs offered in cooperation with technical or industrial societies through the university designed to upgrade members in occupational or technical areas
5. Liberal education courses or workshops for the general public
6. Paraprofessional or sub-professional training programs
7. Vocational training programs

The following types of programs will not be awarded Continuing Education Units.

1. Programs leading to high school equivalency certificates or diplomas
2. Orientation programs
3. Short duration programs only casually related to any specific upgrading purpose or goal
4. Some academic credit courses, such as undergraduate core classes

The following questions must be answered in the affirmative before consideration can be given to awarding units.

1. Does the program meet the requirements of being an organized continuing education experience?
2. Does the program have qualified instruction and direction to assure that the educational objectives will be fulfilled?
3. Will a record of the units awarded be of value to the participants?