

**Minnesota State University, Mankato
University Policy**

Policy Name: Continuing Education and Customized Training	Effective Date of Last Revision August 1, 2015
Custodian of Policy: Provost and Senior Vice President for Academic Affairs	Date of Last Review September 2014
Date of Adoption July 1, 2011	Date of Next Review September 2021

Policy

The purpose of this policy is to establish guidelines to be used at Minnesota State University, Mankato on the development, funding, and implementation of Non-Credit (NC) and Continuing Education Unity (CEU) offerings. The Continuing Education and Customized Training (CE/CT) unit is recognized as the official CE/CT administration, registration and reporting unit for all Continuing Education, Non-Credit, and Customized Training offerings. The University through the Center for Workforce Professional Education (WPE) reserves the right to review all CE/CT programs in advance for appropriate content and setting and may decline to provide Contact Hours or CEUs. Official records of participation in continuing education activities, regardless of whether CEUs were awarded, are recorded through the CE/CT unit (WPE).

All continuing education and customized training programming offered by members of the University, shall work through the official CE/CT unit. Any non-academic programs with learning outcomes will contact the official CE/CT unit in the early planning phase of each event/program and will work with the CE/CT staff. The designated CE/CT unit is the official body that issues Continuing Education Units (CEUs), Contact Hours, Clock Hours and Continuing Education Credit for all attendees/students, with NC transcripts maintained in Minnesota State Mankato's NC registration system (rST).

Definitions

According to the International Association for Continuing Education and Training (IACET), the primary purpose of Continuing Education Credit or Continuing Education Unit (CEU) is to provide a permanent record of the educational accomplishments of an individual who has completed one or more significant non-credit educational experiences. The system documents participation in structured learning activities outside of traditional academic credit.

Continuing Education (CE) is defined as participation in a Non-Credit (NC) learning experience, including one or more of the following:

1. A formally organized instructional activity in the form of formal lectures, courses, seminars, webinars, or any other similar type of educational program designed to educate an individual or group of individuals to provide further skills or knowledge (not intended solely for academic credit).
2. A conference which provides participants with educational information and experiences.
3. Any activity or event containing educational value for audiences as determined by the designated CE/CT unit (WPE).

Customized Training (CT) is defined as participation in a Non-Credit (NC) learning experience for incumbent workers—those already employed—who require tailored training to meet the specific needs of business, employees, or an industry as a whole. The training may involve:

1. A formally organized instructional activity customized for a specific company or group of individuals.

2. Consulting and training with business and industry to develop and deliver skills-based instruction identified as essential by employers and executives. This includes assistance with on-the-site job training or classroom instruction to stay competitive.

Defining Continuing Education Credits

1. Contact Hours, Clock Hours or Continuing Education Credits are defined and counted as one (1) for one (1) hour of participation in an organized educational experience under responsible sponsorship, capable direction, and qualified instruction. Content delivered in these educational experiences is defined based on specific industry need.
 - a. Contact Hours, Clock Hours and Continuing Education Credits do not carry academic credit and shall not be convertible to credits but may be offered as supporting evidence for evaluation of prior learning for university credit.
 - b. The number of contact hours must be determined prior to the beginning of an activity by the department or sponsor offering the continuing education opportunity.
 - c. Contact Hours, Clock Hours and Continuing Education Credits will be awarded only for an activity offered with prior institutional approval from the Director of Workforce Development.
 - d. Contact or Clock Hours will NOT be awarded for the following activities:
 - i. Committee meetings
 - ii. Policy assignment
 - iii. Mass media programs
 - iv. Entertainment and recreation
 - v. Work experience
 - vi. Individual scholarship
 - vii. Association membership
 - viii. Academic courses that are audited
2. A Continuing Education Unit (CEU) is defined as one (1) CEU earned when ten (10) contact hours of participation in a university-defined continuing education activity has been completed. Partial CEUs may be awarded on the basis of total contact hours involved (1.0 CEU = 10 contact hours exclusive of breaks; 0.4 CEU = 4 contact hours).
 - a. CEUs do not carry academic credit and shall not be convertible to credits, but may be offered as supporting evidence for evaluation of prior learning for university credit.
 - b. Non-instructional times such as breaks, lunches, participant introductions, and welcoming speeches are not included when calculating CEUs.
 - c. CEUs are not pre-approved by any professional licensing or credentialing body unless specifically noted as such.
 - d. CEUs will only be awarded for an activity offered with prior institutional approval from the Director of Workforce Development.
 - e. CEUs will NOT be awarded for the following activities:
 - i. High school equivalency programs
 - ii. Orientation programs
 - iii. Committee meetings
 - iv. Policy assignment
 - v. Meetings and conventions, unless prior approval grants the program meets CEU guidelines
 - vi. Mass media programs
 - vii. Entertainment and recreation
 - viii. Work experience
 - ix. Individual scholarship
 - x. Self-directed studies without prior approval
 - xi. Association membership and certification programs, unless prior approval grants the program meets CEU guidelines
 - xii. Audited academic courses

Procedure

Any University employee developing and/or preparing to offer non-credit continuing education, professional development or customized training programming, including but not limited to those referred to as workshops, seminars, lectures, classes, conferences, events held either on or off campus, will contact the designated CE/CT unit at the early planning stages of the program.

Following the initial dialog, the CE/CT staff will assist with planning, pricing, budget, attendee registration, attendee/student inquiries, payment collection and the transmitting of individual student transcripts for all non-credit programming including continuing education, professional development and/or customized training in accordance with outlined service levels.

Rationale

The primary result of the implementation of this policy:

1. The creation of an institutional process for the registration, payment, planning, implementation and recording capability of NC and CT for demonstrating an ongoing commitment to continuing education and community service functions.
2. The creation of records thereby providing an official transcript of continuing educational experience for learners to document efforts at self-improvement and a commitment to lifelong learning.
3. The recognition of the CE/CT unit as the official office for NC, CE and CT programs.

By doing so, students may obtain official transcripts of NC educational experiences and information regarding NC activities can be reported to the Office of the Chancellor.

History of Revisions
 8/1/2015 – Standard Policy Review
 7/1/11 – Policy Adopted

Policy: Continuing Education and Customized Training		
Formal Review Process	Date Submitted	Date Reviewed
Classified Meet and Confer	February 19, 2015	March 19, 2015
Faculty Association Meet and Confer	February 19, 2015	March 19, 2015
MSUAASF Meet and Confer	February 19, 2015	March 19, 2015
MSSA Meet and Confer	February 19, 2015	March 19, 2015
✓ Vice President's Recommendation		Date
✓ President's Approval		Date

