

# PDC Continuing Education Units (CEU) Checklist Assessment

Proposal Title:

Date(s) of Course:

Sponsoring Organization:

Date Reviewed:

Reviewer:

Proposal Action:

ELEMENT	ADMINISTRATIVE CRITERIA	YES	NO
Organization	<ul style="list-style-type: none"> <li>Sponsoring organization has an identifiable educational arm - must be a non-profit</li> </ul>		
	<ul style="list-style-type: none"> <li>The educational arm has designated, professional staff empowered to administer and coordinate a schedule of CEU programs.</li> </ul>		
Responsibility and Control	<ul style="list-style-type: none"> <li>Sponsoring organization designates who will submit the completed CEU forms to the Professional Development Center.</li> </ul>		
	<ul style="list-style-type: none"> <li>Jointly sponsored programs have indicated WHICH organization will record and report the CEU awards. <span style="float: right;"><b>N/A</b></span></li> </ul>		
Facilities	<ul style="list-style-type: none"> <li>Sponsoring organization identifies an appropriate facility for the program.</li> </ul>		
	<ul style="list-style-type: none"> <li>Sponsoring organization identifies the materials, instructional aids, and equipment they will provide in accordance with the content, format and objectives of the program.</li> </ul>		

ELEMENT	PROGRAM CRITERIA	YES	NO
Definition	<ul style="list-style-type: none"> <li>The program or activity corresponds to the following definition of the CEU - an organized continuing education experience, delivered under responsible sponsorship, capable direction, and qualified instruction (<i>see following page</i>)</li> </ul>		
Agenda / Planning	<ul style="list-style-type: none"> <li>The program or activity is planned in response to the educational needs of a target population or clientele group.</li> </ul>		
Evaluation	<ul style="list-style-type: none"> <li>Planning includes procedures or documents to measure the effectiveness of the program design and operation.</li> </ul>		
Purpose	<ul style="list-style-type: none"> <li>The sponsoring organization provides a clear statement of rationale, purposes, and goals PRIOR to the start of the program.</li> </ul>		
Instruction	<ul style="list-style-type: none"> <li>Qualified instructional personnel are directly involved in conducting the program or activity.</li> </ul>		
Performance	<ul style="list-style-type: none"> <li>Specific performance requirements and monitoring procedures for the CEU are established prior to the program or activity.</li> </ul>		



## Professional Development Center

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**Note:** The educational program and instructor may not encourage student participation in any specified political or religious organization, or promote the purchase of any profit generating products or services.

**CEUs are NOT awarded to participants for the following types of activities:**

**1. Credit-Bearing Programs** – any program or course that receives academic credit, either secondary or collegiate.

**2. High School Equivalency**

**3. Orientation Programs** – any program that deals with internal topics as indoctrination in rights, benefits, and responsibilities, organizational structure, on-the-job methods, processes, or procedures.

**4. Committee Meetings**

**5. Policy Assignments** – conferences, delegate assemblies, or any meeting for policy-making purposes.

**6. Meetings and Conventions** (however, educational activities programmed independently and held concurrently with these meetings may meet the criteria for the CEU)

**7. Mass Media Programs** – any program delivered through the media.

**8. Entertainment and Recreation** – any lecture series, cultural performance, recreational meeting, or participation in travel groups.

**9. Work Experience** – any on-the-job training, apprenticeships, or other work experiences.

**10. Individual Scholarship**

**11. Self-Directed Studies** – any individual, self-directed study, or other forms of independent learning which are not subject to later verification by testing for the acquisition of cognitive or affective skills.



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