



THE UNIVERSITY OF SOUTHERN MISSISSIPPI.

Office of Professional Development and Educational Outreach (OPDEO)

Continuing Education Unit (CEU) Program Guidelines

The OPDEO keeps a cumulative record of CEUs earned; however, transcribed CEU credit **cannot** be changed to transcribed academic credit. Since grades are not given, credit for any program will be recorded on the participant's transcript upon successful completion, or nothing will appear. **No partial credit will be awarded for any program.**

Application Guidelines

Program Qualifications – The program must...

- Be responsive to an educational need of a specific target population
- Of an educational nature
- Of significant length and substance
- Have formulated learning objectives
- Have qualified instructors
- Have instructional content organized to meet the learning objectives
- Meet sufficient time requirements
- Have a suitable evaluative tool

CEUs will not be approved for activities such as the following:

- Social activities
 - Athletic activities
 - Entertainment
 - Activities that coach or otherwise prepare participants to pass examinations such as those required for certified public accountants, realtors, the Graduate Record Examination, or
- Programs only casually related to educational objectives

Program Application

The CEU Application and required documentation must be received by the Office of Professional Development and Educational Outreach (OPDEO) no later than **two weeks** prior to the program starting date. No CEU credit will be awarded retroactively. The program must be approved before The University of Southern Mississippi CEUs are advertised. Application must be made every time a program is offered, even if the program is identical to one that was previously approved for CEUs.

Required Documentation

- A timed agenda
- Vitae for instructor(s) indicating expertise in pertinent field
- An evaluation tool*
- A statement of learning objectives

**The CEU evaluation is a measurement of how well the participant achieved the stated learning objectives. A minimum of one question should be included for each learning objective. Questions should be short-answer and open-ended. The evaluation is not a survey of the participants' opinions. Evaluations will not be accepted with yes/no, true/false, opinion, or ranking questions.*

Participants must complete and submit the CEU Evaluation/Information Form for each program or session in order to receive CEU credit.

CEU Computation – CEUs are computed according to the number of contact hours of focused training or instruction. One (1) CEU is defined as ten (10) clock hours of instruction. One clock hour is equal to a full 60 minutes of instruction. **A program must consist of a minimum of five (5) contact hours** of focused instruction to qualify for Mississippi Department of Education approved continuing education units. **Instructional hours do not include registration, introductions, breaks, meals, travel or other non-instructional time.**

Attendance Policy – Participants must attend the entirety of all sessions to receive CEU credit. CEU credit will not be awarded for participants under any of the following circumstances:

- If participant did not attend entirety of all session(s)
- If participant failed to complete and submit Evaluation/Information Form for each program (or session if multiple sessions)
- If the participant did not provide **legible** name, address, and Social Security number
- If the participant did not pay the applicable CEU fee

Refund Policy – Once a CEU program commences, no refunds will be granted.

On-site Registration – The program director may conduct the on-site CEU registration or may choose to have OPDEO provide this service. If the program director chooses to use the OPDEO, incurred expenses including travel, meals and lodging must be reimbursed to OPDEO as well as staff time out of office. OPDEO on-site CEU registration fees are as follows:

On-campus Registration

\$35/hour of registration for one OPDEO staff member
\$25/hour of registration for each additional staff member

Off-campus Registration

\$100/half day plus travel for one OPDEO staff member
\$70/half day plus travel for each additional staff member

Staffing Recommendations - One (1) staff member per anticipated fifty (50) participants or less.

Application for the Awarding of Continuing Education Units (CEUs)

Date of submission: _____

Affiliated with The University of Southern Mississippi? Yes No

Program Title:

Institute Workshop Seminar Online Special Training Course Short Course Other

Is this course open to the public? Yes No

If yes, is there an additional fee for the program other than the CEU fee? Yes Amount: _____ No

Instructors (Include Vitae for all instructors)

Application Fee: Southern Miss (No Charge) Unaffiliated with Southern Miss - \$25

Length of Program: _____ # of Days Beginning Date: _____ Ending Date: _____

Anticipated Attendance: _____ Minimum _____ Maximum

Target Audience: _____

Program Location: _____

Educational Objectives:

Sponsor(s) Outside of The University of Southern Mississippi (Approval and forms will be sent to this person.)

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

FEE PAYMENT: Participant Fees Method of Payment (Choose all that apply):

Interdepartmental Invoice Check Credit Card Money Order Cash

(Southern Miss only) *Make checks payable to USM*

Budget String _____

Application Fee Method of Payment (if applicable): Check Credit Card Money Order

Southern Miss Approval

Approved: _____ For _____ CEUs Date: _____

Submission and Southern Miss OPDEO Contact Information

The University of Southern Mississippi
Office of Professional Development and Educational Outreach
ATTN: CEU Coordinator
118 College Dr. #5136
Hattiesburg, MS 39406-0001
Monday-Wednesday {a.m.} • Telephone: 601.266.4210 • Fax: 601.266.5839 • s.evans@usm.edu

Documentation Checklist

Application Learning Objectives
 Application fee (If applicable) Evaluation Instrument
 Instructor(s) Vitae *Evaluation questions must relate to Learning Objectives and be open-ended, short answer.*
 Timed Agenda

For previously approved programs:

New Application, Previous Approval Form, and copy of previously approved application
AA/EOE/ADAI *Revised CEU Application 10/12*

Continuing Education Unit (CEU) Program On-site Registration Option

Program: _____

Beginning Date: _____ Ending Date: _____ Location: _____

____ I will conduct on-site registration without the presence of OPDEO personnel - go to *Section A*.

____ I would like for OPDEO personnel to conduct on-site registration - go to *Section B*.

A. Provide the following information for the individual who will conduct the on-site registration.

Name: _____

Address: _____

Telephone: _____ E-mail: _____

____ I verify that I have read and understand the CEU Program Guidelines.

Signature of Requester _____

Facilitator (if other than Requester) _____

B. Provide the following information for OPDEO.

Registration Date(s): _____ Time(s): _____ Estimated Attendance _____

OPDEO Service Fees: Choose one option below: (Staffing recommendations - One (1) staff member per anticipated fifty (50) participants or less)

____ **On-Campus Registration**

One (1) OPDEO staff member - \$35/hour (*minimum of one {1} hour*)

Each additional OPDEO staff member - \$25/hour (*minimum of one {1} hour*)

____ **Off-campus Registration**

One (1) OPDEO staff member - \$100/half day for time away from office + travel expenses

Each additional OPDEO staff member - \$70/half day for time away from office + travel expenses

Number of OPDEO personnel requested: _____ *On-site Registration Fee \$ _____

**Additional expenses may be incurred that will require reimbursement to OPDEO*

Signature of Requester _____ Date _____

Sharon Evans, Administrative Assistant _____ Date _____

Frederick E. Varnado, Director _____ Date _____

Office of Professional Development and Educational Outreach

On-site Registration Option 10/12



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Hattiesburg, MS 39406-0001

CEU Evaluation/Information Form

To be completed by each CEU participant and returned to OPDEO. Participants successfully completing this program will be awarded a CEU transcript. (This form may be adapted to fit your learning objectives, questions, and answer

CEU Program Title: _____ Program #: _____

CEUs Awarded for Program: _____ Program Date(s): _____

Learning Objective 1: _____

Question: _____

Answer: _____

Learning Objective 2: _____

Question: _____

Answer: _____

Learning Objective 3: _____

Question: _____

Answer: _____

Learning Objective 4: _____

Question: _____

Answer: _____

Grading Official Comments: *This participant has successfully demonstrated knowledge of stated learning objectives with an average percentage of correct answers to evaluation questions of _____%*

CEU Information Form

To be completed by each CEU participant.

Please print legibly. CEU transcripts cannot be issued if information is illegible.

Name: _____ Social Security #: _____

Address: _____

Daytime Telephone: _____ Email: _____