



## **ASSOCIATION OF ENERGY ENGINEERS**

### **GUIDELINES FOR CHAPTERS WISHING TO OFFER CEU (or PDH\*)**

When an AEE chapter takes under consideration the awarding of CEUs, two main points must be established:

- ❖ There is no guarantee that our CEUs will be accepted by another organization. We aren't aware of an organization that has not accepted them, but you should go into this with the understanding that no one organization can be forced to accept another organization's CEUs;
- ❖ You must be clear that the CEUs are issued by the AEE (Name) Chapter and not by AEE. There is a possibility that this would make a difference to another organization when it decides whether or not to accept your CEUs.

The guidelines define one CEU as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. The criteria for awarding CEUs represent the minimum requirements:

- Criterion 1 – Each activity is planned in response to educational needs which have been identified for a target audience.
- Criterion 2 – Each activity has clear and concise written statements of intended learning outcomes.
- Criterion 3 – Qualified instructional personnel are involved in planning and conducting each activity.
- Criterion 4 – Content and instructional methods are appropriate for the intended learning outcomes of each activity.
- Criterion 5 – Participants must demonstrate their attainment of the learning outcomes.
- Criterion 6 – Each learning activity is evaluated by the participants.
- Criterion 7 – The sponsor has an identifiable unit, group, or individual with clearly defined responsibilities for developing and administering learning activities.
- Criterion 8 – The sponsor has a review process in operation that ensures the CEU criteria are met.
- Criterion 9 – The sponsor maintains a complete record of each individual's participation and can provide a copy of that record upon request for a period of at least seven (7) years.
- Criterion 10 – The sponsor provides an appropriate learning environment and support services.

\*1 CEU – 10 PDH

## How to calculate CEU\*:

One Continuing Education Unit (CEU) is awarded for each 10 contact hours of instruction. A *contact hour* is sixty minutes of *interaction* between a learner and instructor, or between a learner and materials which have been prepared to cause learning. Contact implies a connection between a learner and a learning source. For purposes of the CEU, that connection is two-way; that is, the instructor or learning source must monitor the learner's progress and / or provide some form of feedback to the learner.

CEU should not be awarded for learning activities in which individuals are engaged in unplanned, unsupervised, or non-sponsored learning. Whereas these types of learning experiences can produce worthy learning and are occasionally recognized by the professionals and licensing boards, they should be quantified with units of measurement other than the CEU.

A course should not be less than one hour in length to be calculated for CEU. The following should NOT be included when calculating contact hours for CEU: breaks, meals, socials (however, a presentation germane to the course during a meal function may be counted); meeting time devoted to business, study, assigned reading, or homework assignments.

CEU sponsor should maintain permanent records for a minimum of seven years for each participant and must be able to issue a copy to the participant upon request. Records should contain name and address of the sponsor; individual's name and identifying number; title of the course; completion date of the course, number of CEU awarded, and assessment results. Sponsor may choose to issue a certificate of completion to participant but certificate does not take the place of the permanent record.