COLLEGE OF
Engineering, Architecture
&Technology

| Engineering Extension Operational Management | Policies and Procedures<br>CEAT-EE-004<br>Effective Date: 11/21/25 |
|---|---|

## Scope

1.01 This procedure defines the units and positions within CEAT Engineering Extension (EE) with responsibilities related to compliance with the ANSI/IACET 1-2018 Standard for Continuing Education and Training.

## Definitions

Not applicable.

## Procedure

3.01 The Center for Local Government and Technology (CLGT) and Professional Development (PD) are responsible for administering continuing education and training (CE/T) programs that comply with the ANSI/IACET 1-2018 Standard for Continuing Education and Training.

3.02 The Director and Assistant Director positions for the CLGT and PD units are responsible for compliance with the standard.

a. The job descriptions for Director and Assistant Director for the CLGT and PD units will document the responsibility to maintain compliance with the standard.

## Noncompliance

4.01 Failure to comply with the procedure by maintaining compliance with the standard may result in corrective action. Suspected or confirmed instances of non-compliance should be reported to the CEAT Associate Dean for Engineering Extension.

*Date approved by the CEAT Dean and CEAT Executive Council: November 21, 2025*

**Document Control Information**
Policy Owner: CEAT Dean and CEAT Executive Council
Version Number: 1.0
Approval/adoption date: 11/21/2025
Review/revision date(s): 10/3/2025