COLLEGE OF
Engineering, Architecture
&Technology

| Engineering Extension Program Development | Policies and Procedures<br>CEAT-EE-008<br>Effective Date: 11/21/25 |
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## Scope

1.01 This procedure outlines the requirements related to the required activities to develop continuing education and training (CE/T) programs within the CEAT Engineering Extension (EE) Center for Local Government and Technology (CLGT) and Professional Development (PD) units.

## Definitions

2.01 Continuing Education and Training (CE/T): CE/T are structured educational and training experiences (learning events) for personal and/or professional development in which learners are assumed to have previously attained a basic level of education, training or experience. *Source: IACET Key Terms*

2.02 Needs Analysis: A needs analysis is a method by which one determines the requirements, needs or expectations of a learner prior to a learning experience, event or program. Needs analysis methods may include: focus groups; questionnaires; surveys; participants' comments and suggestions; records; reports; tests; self-assessments; print media; observations; work samples; industry requirements; and customer requests. *Source: IACET Key Terms*

2.03 Learning Event: A learning event is a group of experiences or activities designed to enhance learners' understanding of content or their ability to perform skills that satisfy a set of learning outcomes. Learning events can be delivered via media such as classroom instruction, distance learning instruction, blended learning instruction, conferences, and satellite transmissions. *Source: IACET Key Terms*

2.04 Learning Outcome: A learning outcome is a statement connected to a learning event that indicates what a learner is expected to know or do by the end of a learning event. Learning outcomes are defined in terms of knowledge, skills and abilities. *Source: IACET Key Terms*

## Procedure

3.01 CE/T programs offered through the CLGT and PD units shall be developed consistently with the ANSI/IACET 1-2018 Standard for Continuing Education and Training.

3.02 CE/T programs will be based on a formal needs analysis for the learning event. The needs analysis will guide the development of the planned learning outcomes and learning event design.

3.03 CE/T programs will include learning outcomes that are specific and measurable, achievable, realistic, and time-based (SMART).

3.04 CE/T programs will be based on an instructional design process and use a learning design document to align the training content to the intended learning outcomes and incorporates adult learning principles.

3.05 The CLGT and PD units will provide relevant instructional design and learning resources to learners, full and part-time employees, and contract instructors including updated reference materials, accessible and accurate educational materials, media and/or technology resources that are properly maintained and in good working order.

## Noncompliance

4.01 Failure to comply with the procedure may result in corrective action. Suspected or confirmed instances of non-compliance should be reported to the Directors of CLGT and PD. If necessary, compliance issues should be escalated to

the Associate Dean for Engineering Extension.

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

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