COLLEGE OF
Engineering, Architecture
&Technology

Engineering Extension Awarding CEUs	Policies and Procedures CEAT-EE-013 Effective Date: 11/21/25

Scope

1.01 This procedure establishes requirements for awarding and recording IACET Continuing Education Units (CEUs) within the CEAT Engineering Extension (EE) continuing education and training (CE/T) programs of the Center for Local Government and Technology (CLGT) and Professional Development (PD) units.

1.02 This procedure applies to all non-academic credit CE/T programs offered by CLGT and PD. It governs the criteria, procedures, and responsibilities for awarding CEUs in accordance with the standards for accredited providers as established by IACET.

1.03 CLGT programs for credentialing of county assessors and deputies in Oklahoma will receive both IACET CEUs and CE credit consistent with the requirements of 68 O. S. 1996, Supp., Section 2816.

Definitions

2.01 Asynchronous learning: Student-centered teaching method that uses online learning resources to facilitate information sharing outside the constraints of time and place among a network of people. *Source: IACET Key Terms*

2.02 Synchronous Learning: Refers to a learning event in which a group of students are engaging in learning at the same time. *Source: IACET Key Terms*

2.03 Contact Time: Contact time is the length of time in which a learner and learning source interact. So, a contact hour is one clock hour of interaction between a learner and an instructor, or between a learner and learning materials. In this case, the word contact implies a connection between the learner and learning source. For purposes of the CEU, that connection is two-way — that is, the instructor or learning source monitors the learner's progress and/or provides some form of feedback to the learner. *Source: IACET Key Terms*

2.04 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*

Procedure

3.01 CEAT EE CLGT and PD units award IACET CEUs only for programs that meet the following criteria:

a. Learning Outcomes: Each program must have clearly defined learning outcomes aligned with the needs of adult learners.

b. Qualified Instruction: Instructor qualifications include education and/or experience in the subject matter.

c. Assessment: Achievement of learning outcomes must be assessed through appropriate methods.

d. Instructional Design: Programs must be designed using sound instructional design principles.

e. Recordkeeping: Accurate records of learner participation, assessment results, and awarded CEUs must be maintained.

f. Evaluation: Programs must be evaluated for effectiveness and continuous improvement.

g. CEU Calculation: IACET CEUs must be calculated according to IACET requirements.

3.02 IACET CEUs will be calculated based on the formula: 1 CEU = 10 contact hours of instruction, excluding breaks and non-instructional time. Specific formulas and procedures used to calculate CEUs will be documented in process documents.

a. For all delivery modes, the length of a learning event will be determined by conducting a pilot study. The pilot study will provide an accurate portrayal of the learning event and will involve individuals who represent the target audience of the training. IACET CEUs may be issued to pilot study participants.

b. Instructional activities include, but are not limited to, classroom instruction, self-paced learning (e.g., independent study, computer-assisted instruction, planned projects, interactive videos), distance learning, pre/post assignments, assessments (e.g. quizzes, tests), and assignments (e.g. written assignments, laboratory assignments). Activities such as breaks, meals, and promotional activities are not considered instructional/learning activities for contact hours.

c. Each learning event will be monitored for changes and CEUs will be recalculated as needed based on any significant changes in course content, delivery method, etc.

3.03 IACET CEUs will only be awarded to individuals that successfully meet the criteria established for earning the CEUs. Partial or adjusted credit is not awarded.

3.04 The number of IACET CEUs awarded will be documented for each learning event and for each learner.

3.05 CLGT programs for credentialing of county assessors and deputies in Oklahoma will also award CE credit as required by Oklahoma statues on Ad Valorem Accreditation Program.

a. CE credit hours will be calculated based on the formula: 1 CE credit hour = 1 seat hour of instruction.

3.06 When both are awarded, IACET CEUs and CE credit hours will be clearly identified.

Noncompliance

4.01 CE/T programs offered by CLGT and PD that do not meet the criteria are not eligible to award IACET CEUs. Noncompliance with this procedure may include revocation of CEU eligibility for the program and required corrective action plans. 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

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