TITLE: Continuing Education Unit (CEU) Credit for Training

NUMBER: TRA100

EFFECTIVE: 11 FEB 2013

REVIEWED:

PURPOSE: To provide employees of IPS with procedures for securing CEU credit for training courses and to offer continuing education units (CEU) to IPS customers who take the courses.

PROCEDURES:

1. All training courses (offered more than one time) developed and delivered by IPS agencies will offer Continuing Education Units (CEU) to IPS customers who take the courses.
2. The IPS CEU Administrator and IPS CEU Approval Committee will be responsible for administering the CEU process.
3. Each course will be developed according to IPS course development standards (see corresponding Training Course Development Policy).
4. Each course will be documented according to International Association for Continuing Education and Training (IACET) criteria and archived.

RESOURCES:
CEU Approval Form

CONTACT:
Mary Ann Moon
maryann.moon@tennessee.edu