



## Policy Governing Attendance and Issuance of CEUs

The Continuing Education Unit (CEU) is a nationally recognized unit of measurement for participation in non-credit, continuing education programs. The primary purpose of the CEU is to provide a permanent record of the educational accomplishments of an individual who has completed one or more significant non-credit educational experiences. The CEU quantifies educational effort and defines a single CEU as "10 contact hours of participation in an organized continuing education experience."

### Why CEUs?

#### CEUs provide:

1. Present or potential employers with an official record of quantified learning relevant for job maintenance, career advancement or job applications;
2. Documentation to registration boards, certification boards, or professional organizations;
3. Official documentation for organizations such as Teacher Qualification Services who determine placement on salary scale based on training experience and education.

### Student Responsibility

Students are expected to arrive on time and *attend every session* of a course. Attendance records are kept on each student to determine if students have met the necessary criteria for completion. A student with one absence will have a difficult time keeping pace.

**CEUs awarded by UVI CELL are based on attendance and overall final grade.** Anyone arriving late, or leaving early, is not eligible to be issued CEUs. Sign-In/Sign-Out Sheets (official record) must be signed by each individual student indicating time in and out (15 minute arrival grace period per session is allowed). The completed form is verified and signed by the instructor and initialed by the Program Manager.

In addition to attendance, students will be required to complete any required assessments such as participating in class polls, group assignments, quizzes, participate in class discussions and complete a final exam and/or project. Based on the instructors rubric, or grading criteria, attendees must receive a final score of 75% or higher.

Students attending at 100% of the course and receiving a final grade of 75% or greater will receive an online **Certificate of Completion** with applicable CEUs. Students attending less than 100% of a course will receive a printed **Certificate of Participation** without any CEUs. Any student absent from classes for extraordinary circumstances must provide written notification with explanation. Under these circumstances, the award of a **Certificate of Completion** is decided on a case-by-case-basis. UVICELL maintains an official registry of all CEUs awarded.

### IACET ACCREDITATION

*UVI CELL is accredited by the International Association for Continuing Education and Training (IACET). UVI CELL complies with the ANSI/IACET Standard, which is recognized internationally as a standard of excellence in instructional practices. As a result of this accreditation, UVICELL is accredited to issue the IACET CEU.*



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