



Standard Administrative Procedure

SAP 99.99.99.N0.07 IACET Continuing Education Units (CEUs)

Approved: January 19, 2022

Next Scheduled Review: January 19, 2027

Summary

The purpose of this document is to provide guidance for awarding CEUs for training developed and taught by TEEX.

Definitions

Allowable activity: Activities that occur during a course that will be used to calculate participant contact hours. Examples include classroom, self-paced, distance learning, and/or other projects that support a learning outcome.

Continuing Education Unit (CEU): A standard unit of measurement for continuing education and training.

Non-allowable activity: Unplanned, unsupervised, and/or unsponsored activities that occur during a course that cannot be counted towards participant contact hours. Examples include scheduled breaks, non-working lunches, and/or anything promotional in nature.

Student Management System (SMS): TEEX systems that are used for the entry and storage of participant and class information (e.g. Course and Class Maintenance [CCM], TEEXApps).

Requirements

1. General

- 1.1. TEEX is authorized to provide International Accreditors for Continuing Education and Training (IACET) CEUs.
- 1.2. IACET CEUs may be awarded for training that meets IACET criteria and is developed in accordance with TEEX SAP 17.01.99.N0.01, *Curriculum Development*.
- 1.3. The Strategic and Education Services (SES) department is responsible for administering and developing policies to ensure TEEX remains in compliance with IACET standards.

2. IACET CEUs

- 2.1. IACET CEUs are based on the participant contact hours for a course. Contact hours are calculated by total minutes of allowable activities minus the total minutes of non-allowable activities.
- 2.2. IACET CEUs are calculated by the TEEX Accreditation Manager based on the IACET standard requirements.
 - 2.2.1. Unless otherwise specified by IACET, one CEU is equal to ten contact hours.
 - 2.2.2. IACET CEUs are rounded to the nearest tenth.

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2.2.3. For online courses, CEUs will be calculated using the average time it took beta testers to complete the course.

2.2.3.1. Beta testers should be representative of the intended audience for the course.

2.2.3.2. For new online course certifications, a minimum of 10 beta testers are required.

2.2.3.3. For updated online courses, a minimum of 5 beta testers are required.

2.3. IACET CEUs are assigned for a period of five years or until the course is updated (whichever comes first).

3. CEU Approval Process

3.1. Non-National Emergency Response and Recovery Training Center (NERRTC) Courses

3.1.1. The following documents must be provided to the Accreditation Manager by the division curriculum manager or designee for review:

3.1.1.1. IACET CEU Approval Form (SES-06)

3.1.1.2. Course Needs Assessment (SES-30)

3.1.1.3. Course Design Document (SES-45)

3.1.1.4. Course Content (e.g. Instructor Guide, Participant Manual, PowerPoints, videos, course content on the Learning Management System [LMS])

3.1.1.5. Supplemental documents (e.g. handouts, study guides, activity packets)

3.1.1.6. Assessments (e.g. exams, tests, quizzes, skills matrix)

3.1.1.7. Beta testing information, including average time it took testers to complete course

3.1.2. The Accreditation Manager will review the documents utilizing the SES Curriculum Approval Checklist (SES-46).

3.1.3. Any necessary corrections based on the review will be communicated to the division curriculum manager by the Accreditation Manager for updates.

3.1.4. Once the review is completed, the Accreditation Manager will calculate the CEUs based on the contact hours specified in the course files and update the CEUs in SMS.

3.1.4.1. Unless otherwise specified, all courses will automatically be set to have the IACET CEUs printed on training certificates for participants that have met course completion requirements.

3.1.5. The completed IACET CEU Approval Form (SES-06) will be sent to the division curriculum manager and any other staff copied on the original approval request. The completed form will also be sent to the LMS Manager for online courses.

3.2. NERRTC Courses

3.2.1. The NERRTC Training Support Director or designee will be responsible for completing the SES Curriculum Approval Checklist (SES-46) before submitting the course for Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) approval.

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- 3.2.2. Any necessary corrections based on the curriculum approval review will be communicated to the division curriculum manager by the NERRTC Training Support Director or designee for updates.
 - 3.2.3. Once content approval from DHS/FEMA has been received, the course will be routed to the Accreditation Manager.
 - 3.2.4. The following documents must be provided to the Accreditation Manager by the NERRTC Training Support Director or designee for review:
 - 3.2.4.1. IACET CEU Approval Form (SES-06)
 - 3.2.4.2. Completed SES Curriculum Approval Checklist (SES-46)
 - 3.2.4.3. DHS/FEMA Unified Training Needs Assessment
 - 3.2.4.4. DHS/FEMA Course Design Document
 - 3.2.4.5. Course Content (e.g. Instructor Guide, Participant Guide, PowerPoints, videos, course content on the Learning Management System [LMS])
 - 3.2.4.6. Supplemental documents (e.g. handouts, study guides, activity packets)
 - 3.2.4.7. Assessments (e.g. exams, tests, quizzes, skills matrix)
 - 3.2.4.8. Beta testing information, including average time it took testers to complete course
 - 3.2.4.9. Confirmation that all content is finalized and ready for DHS/FEMA 508 review
 - 3.2.5. Once the review is completed, the Accreditation Manager will calculate the CEUs based on the contact hours specified in the course files and update the CEUs in SMS.
 - 3.2.5.1. Unless otherwise specified, all courses will automatically be set to have the IACET CEUs printed on training certificates for participants that have met course completion requirements.
 - 3.2.6. The completed IACET CEU Approval Form (SES-06) will be sent to the NERRTC Training Support Director, division curriculum manager, and any other staff copied on the original approval request. The completed form will also be sent to the LMS Manager for online courses.
- 4. CEU Updates**
- 4.1. The division curriculum manager is responsible for maintaining approval by resubmitting the IACET CEU Approval Form if there are any substantive changes in objectives, duration, or delivery mode of a course.
 - 4.1.1. If the course is resubmitted due to substantive changes in objectives or a change in delivery mode, the TEEX Accreditation Manager will perform the steps in the CEU Approval Process in section 3.
 - 4.1.2. If the course is submitted for changes in duration, the TEEX Accreditation Manager will review the curriculum to ensure that the duration changes have been incorporated.
 - 4.2. Once the review is complete, the TEEX Accreditation Manager will recalculate the CEUs based on the contact hours specified in the course files, update the CEUs in SMS, and

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ensure the completed IACET CEU Approval Form (SES-06) form is sent to all parties as specified in 3.1.5.

Quality Assurance Measures

1. The TEEEX Accreditation Manager will send out reports to the division curriculum managers twice each fiscal year that lists the courses that currently provide CEUs, courses that have past due CEU renewal dates, and courses that will have CEU renewal dates that will occur in the next two years.
2. Courses that have not been revised after 5 years will be given an additional six-month grace period. After the additional six-month period, the IACET CEU will be marked inactive for the course.
3. Once a year, the TEEEX Accreditation Manager will review and complete the IACET Provider Self-Assessment Checklist. Any items that are not in compliance with IACET will be noted and an action plan will be created to ensure the standard continues to be met.

Related Statutes, Policies, or Requirements

IACET Category 1: Organization, Responsibility and Control (1.5)

IACET Category 6: Content and Instructional Requirements (6.4)

TEEX SAP 17.01.99.N0.01 - *Curriculum Development*

SES-06 Form – IACET CEU Approval

SES-30 Form – CEU Course Needs Assessment

SES-45 Form – Curriculum Course Design Document (CDD)

SES-46 Form – SES Curriculum Approval Checklist

IACET Provider Self- Assessment Checklist

NERRTC Cooperative Agreement Procedures Manual, Appendix G: Course Development Process

Office of Responsibility

Strategic and Education Services (SES) - Accreditation

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