

CEU Guidelines and Timelines

Must be: Designed to upgrade the skills of workers currently employed in the occupational field related to the course.

A single occupational supplementary (CEU) course must be at least one contact hour, but not more than 210 clock hours in length.

Must have: Course title – transcript title has 30 character limits

Contact Hours – one CEU is based on ten hours of instruction. (e.g., 40 hrs is 4.0 CEU).

Course description - should describe what the course will cover and should not be used as a marketing tool.

Target audience – identify the workers currently employed in the occupational field related to the course.

Outcomes – Describe what students should be able to do upon successful completion of the course, demonstrate their knowledge of and/or their capabilities (skills) relating to course content. (visit www.pcc.edu/curriculum for more information on writing outcomes)

Assessment – Include a form of assessment for each outcome

Please submit your CEU requests....

- For the term you plan on offering the CEU.
- At least 4 weeks in advance of the date you need the request

Keep in mind: If you want your CEU a week before the room download, you will need to submit it 4 weeks in advance of that date.

CEUs will not be revised within the term once registration has started. (This applies especially to contact hours and transcript titles).

CEUs will not be processed if received after the start of term or not received 4 weeks prior to the start of the term. (courses that start late in the term are okay)

Occupational preparatory, hobby, or recreation courses cannot be approved as occupational supplementary courses.

NCTCs require separate approval from the individual CEUs and have their own timeline.