Becoming a CEU “Authorized Provider”
NCSLI and the International Association for Continuing Education and Training (IACET)

Georgia L Harris
NIST
NCSLI VP Learning and Development
Overview

- Overview of Continuing Education standards
- IACET and Standard Criteria

Next steps for NCSLI and You
Learning Outcomes

- After this session, using your notes, you will be able to:
  1. define IACET
  2. explain benefits of becoming an IACET Authorized Provider
  3. describe and identify a “Learning Outcome”
  4. know what you can do to follow up

There will be a quiz!
Continuing Education Standards

IACET: International Association for Continuing Education and Training
CAEL: Council for Adult and Experiential Learning
ACE: American Council on Education
COE: Council on Occupational Education
Benefits to Participants

- Transferable CEUs
- Vendor choice is made easier
- Assurance of quality program (increased credibility)
- Assurance of permanent recordkeeping
Benefits to Organization

- Competitive Advantage
- Logo and quality statement on:
  - Brochures
  - Web sites
  - Completion certificates

www.iacet.org
IACET Criteria Overview

1. Continuing Education and Training Organization
2. Responsibility and Control
3. Support Systems for the Learning Environment
4. Learning Event Planning
5. Learning Outcomes
6. Planning and Instructional Personnel
7. Content and Instructional Methods
8. Assessment of Learning Outcomes
9. System for Awarding the CEU and Maintaining Learner Records
10. Program Evaluation

SYSTEM
EACH
“EVENT”
SYSTEM
Quality Learning Process

- Identify the CET Organization
- Perform Program Evaluation
- Establish and Maintain Records
- Establish Responsibility and Control
- Perform Learning Event Planning
- Create a Learner Support System

- Select and Include Quality Personnel
- Determine Learning Outcomes
- Select Instructional Methods
- Establish Assessment Procedures

Comprehensive Planning on all Essential Elements Starts with the Creation of an Adequate Support System
Criterion #1

Continuing Education and Training Organization (2): The Provider must have an identifiable continuing education or training (CE/T) unit or group with assigned responsibility for administering continuing education and/or training events/programs.
Criterion #2

Responsibility and Control (3): The Provider, through its CE/T unit, has established an appropriate system of responsibility and control for ensuring consistent application of each CE/T standard and supporting criteria.
CEU Coined in 1970

“Ten contact hours* of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.”

*Does not include breaks, lunches or activities that don’t contribute toward meeting a “learning objective”.

NCSL INTERNATIONAL
SERVING THE WORLD OF MEASUREMENT: MEETING WORKFORCE CHALLENGES
Criterion #3

Support Systems for the Learning Environment (4): A learning environment and support services are provided that reflect the intent of the program and are effective for achieving all expected learning event/outcomes.
Learning Event Planning (4): Each learning event is planned in response to the identified needs of a target audience.

- We can establish “needs” on the basis of measurement parameters, criteria in ISO/IEC 17025 (or 17011, or 17043), the VIM, the GUM, compiled requests, etc.
- Must document the basis for determining “need”.
- Must be done for each “session” within a conference.
Criterion #5

Learning Outcomes (4): The Provider has clear and concise written statements of intended learning outcomes for each learning event based on identified needs.

Written from the perspective of the learner: After this presentation, participants will be able to describe a Learning Outcome and determine whether an example is/is not a qualified Learning Outcome. (Knowledge)
Learning Outcomes

1) They state the performance the learner should be able to accomplish; from the learner’s perspective
   - Learner will be able to...

2) They specify the conditions under which the learner is to perform.
   - After hearing/seeing instruction...with notes, from memory

3) They specify the criteria for acceptable performance.
   - Criteria will be the list from the IACET standards...

4) They are directly related to the subject matter and content of the learning event.
   - This “learning event” is about the IACET standards and implementation...
Learning Outcomes

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1. define IACET
2. explain benefits of becoming an IACET Authorized Provider
3. describe and identify a “Learning Outcome”
4. know what you can do to follow up
Criterion #6

Planning and Instructional Personnel (5): Qualified personnel are involved in planning and conducting each learning event.

- Qualifications need to reflect:
  1). Competent in the learning event content (subject matter expertise).
  2). Credentialed and/or trained in planning and/or facilitating the learning event (training planning).
  3). Knowledgeable in instructional methods and learning processes (educational knowledge and skills).

We held Train the Trainer session on July 24th. Covered 1) learning objectives and 2) adult learning styles and methods.
Criterion #7

Content and Instructional Methods (3):

- 7.1 Content is organized in a logical manner in support of learning outcomes.
- 7.2 Instructional methods are consistent with learning outcomes regardless of delivery mode.
- 7.3 Instructional methods accommodate various learning styles and are designed to promote interaction between and among learners, instructors, and learning resources to achieve the stated learning outcomes.
Criterion #8

Assessment of Learning Outcomes (3):

Procedures established during event planning are used to assess achievement of the learning outcomes.

- 8.1 Assessment procedures are established during learning event planning.
- 8.2 Assessment methods measure achievement of learning outcomes.
- 8.3 Learners are provided feedback on their mastery of learning outcomes.
Learning Outcome Assessment

1. Describe a key feature of a Learning Outcome?

2. The following are examples of Learning Outcomes (T/F)?
   
   A. During this session we will cover the 10 major categories of the IACET criteria.
   
   B. After this presentation, the participants will be able to describe key features of a Learning Outcome and using notes, be able to identify whether an objective qualifies as a learning outcome according to the IACET criteria.
Criterion #9

System for Awarding the CEU and Maintaining Learner Records (4): The Provider maintains a complete, permanent record of each learner’s attendance and satisfactory completion of CEUs, and can provide a copy of that record upon request.
Criterion #10

Program Evaluation (4): The major elements of a program are evaluated at the conclusion of each learning event for the purpose of continual improvement.

CEU Application Forms – include Evaluation Process
What is NCSLI doing?

- Participated in IACET workshop to obtain information on how the standard is applied and interpreted
- Built Regional Training Events based on IACET criteria
- Wrote article in Metrologist on CEUs – what, why, who cares?
- Working toward IACET standard compliance
  - GOAL: obtain Authorized Provider status
What can you do?

- Complete CEU application form to request CEUs
- Request that the process be implemented for all “training events”
- Get involved with NCSLI to help us implement the IACET criteria
- Other ideas?
Questions?

3. Write down what IACET stands for.

4. Write down ONE thing you can do...