

GUIDELINES AND PROCEDURES FOR APPLICATION FOR WAKE AHEC CONTINUING EDUCATION UNITS (CEUs)

Thank you for selecting Wake AHEC to provide Continuing Education Units (CEUs) for your educational activity. A completed CEU application includes:

- Continuing Education Activity Documentation Form (included in packet)
 - Needs assessment/identification for the activity
 - Objectives stated in behavioral terms
 - Content consistent with the objectives
 - Faculty/planners appropriate for topic(s)
 - Well defined requirements for completion of activity and awarding of CEU
 - Intended learning outcomes
 - Appropriate content and instructional methods for the learning outcomes
- CV, resume or bios and disclosure for each presenter and planner
- A copy of the marketing piece or brochure **with Wake AHEC logo added** (if the activity is internal to the organization, you do not necessarily need a flyer or brochure).
- Application fee
- Budget

The following are guidelines that must be followed in order to receive Wake AHEC CEUs.

DEFINITION

The Continuing Education Unit (CEU) is an internationally recognized measure of participation in a continuing professional education program. One Continuing Education Unit (1.0) is defined as "Ten contact hours of participation in organized continuing education experience under responsible, qualified direction". (International Association for Continuing Education and Training, Criteria and Guidelines for Quality Continuing Education and Training Programs, 2013)

CALCULATION OF CREDIT

One (1) **Continuing Education Unit (CEU)** equals ten (10) contact hours of learner interaction, which includes classroom, self-paced instruction, pre/post assignments, and/or homework in support of a learning outcome.

A contact hour is one clock hour of interaction between a learner and instructor, or between a learner and materials that was designed to cause learning.

- Example 1: A 3-hour program is 3 contact hours or .3 CEU. One contact hour is equal to 60 minutes.
 - Example 2: A 3.4 hour program is 3 contact hours or .3 CEU. Partial hours less than 30 minutes are rounded down.
 - Example 3: A 3 hour and 30 minute = .3 CEU and a 3 hour and 45 minute program = .4 CEU.
 - Partial hours: 30 minutes or less rounds down and greater than 30 minutes rounds up
 - Partial hours greater than 30 minutes are rounded up. Example: 12.6 hours =1.3 CEUs
 - Partial hours 30 minutes or less are rounded down. Example: 12.5 hours =1.2 CEUs
- **Credit cannot be awarded for activities less than 60 minutes.**

CRITERIA

The following is necessary for an activity to be considered for CUE credit:

1. The requesting agency and the CE Specialist at Wake AHEC must have a preliminary conversation (via telephone), regarding the CEU request prior to the distribution of CEU application materials to the requesting agency.
2. Support the achievement of the Wake Area Health Education Center (Wake AHEC) mission: "To increase the knowledge, skills, resources, diversity, and distribution of healthcare providers."
3. Include a needs assessment. A needs assessment is the analysis and examination of the existing need for education or training. The assessment performs three distinct functions:
 - Establishes present practices
 - Projects desired results
 - Provides the basis for the cost justification
4. Focus on the development, instruction and evaluation around outcomes. There are two specific types of outcomes: course outcomes (those that ensure that skills, knowledge, etc. are obtained by the end of the class) and learning outcomes (those that enable the learner to return to his place of practice and make changes, additions to current processes). Educational activities must include a plan for successful completion of the program and method for obtaining outcomes.
5. Assess achievement of the objective(s) by the participants. Examples include, but are not limited to, self-evaluation, question and answer session, test, demonstration, etc.
6. Submit a draft of the promotional material (if applicable) for approval.
7. List the activity purpose, target audience, and behavioral objectives on the brochure.
8. Include the following statement on any brochure/flyer: **"Wake Area Health Education Center (AHEC) will provide _____ CEU(s) to participants upon completion of this activity"**.
9. Include qualified instructional personnel in planning and conducting the activity and submit a current CV/resume/Bio and disclosure for each.
10. Submit a, CV/resume/bio and disclosure for each speaker.
11. Have appropriate content and instructional methods for the intended objective(s).
12. Have each participant complete a Wake AHEC evaluation of the educational activity and the instructor(s).
13. Include a budget plan demonstrating sufficient funding to support the educational activity.
14. Note: Instructors **cannot** receive CEU credit for presenting at the educational activity.

FEES

1. A \$75 nonrefundable application fee must be included with each application request for CEUs and submitted greater than 90 days prior to the educational activity. Only one educational activity will be considered on an application. The application fee must accompany the application. For applications submitted that occur 60-90 days prior to the activity, the application fee is \$150. No applications are accepted less than 60 days prior to the activity.
2. For credit, such as Continuing Medical Education (CME) or from other organizations and agencies, there may be an additional application and/or fee.
3. There is a \$15 per participant fee for Wake AHEC CEUs (**Wake AHEC will not award credit to a percentage of participants; credit is on an "all or none basis"**). This participant fee includes credit, on-line certificate, and evaluation, compilation of evaluations, and maintenance of records for 7 years. The sponsor (agency, organization, etc.) submitting the application is responsible for payment of participant fees to Wake AHEC within 6 weeks after the conclusion of the educational activity.
4. There is a \$15 per participant fee for registration of participants. **Wake AHEC will not provide credit without also providing registration for an activity.** For all educational

activities, Wake AHEC is required to enter all registrants into our database in order to maintain records for seven years.

5. There is a \$50 (\$100 for those received between 60 and 90 days prior to the event-see timeline) fee for review of flyer for program.

TIMELINE

1. Contact Wake AHEC **120 days** prior to the educational activity. The completed application and application fees are required at least **90 days** before the educational activity. Credit other than Wake AHEC CEUs may require additional time, applications and fees. Be certain to ask at the 120 day out consultation.
2. Late fees apply for applications received less than 90 days. **No application will be accepted less than 60 days prior to the event.**
3. The request for CEU credit must be submitted by using the attached Continuing Education Activity Documentation Form.
4. Approval for CEU credit **will not be granted retroactively.**
5. Submit roster, participant fees, and completed evaluation forms within 6 weeks after the conclusion of the educational activity.

SPONSOR RESPONSIBILITY

1. Adheres to all guidelines and procedures.
2. Maintains contact with designated Wake AHEC staff member during program development.

WAKE AHEC RESPONSIBILITIES

1. Conducts a review process to ensure that the educational activity meets the established CEU criteria.
2. Provides each participant with an electronic evaluation/certificate upon completion of the activity.
3. Provides an evaluation summary within 30-60 days.
4. Maintains attendance records for 7 years.

ACTIVITIES THAT MAY QUALIFY FOR CEU CREDITS:

- Class/Case Study Meetings- Classroom or meeting session led by instructor and/or discussion leader
- Self-Paced Learning Events-Events in which a learner is engaged in a planned program of learning whereby the learner's progress is monitored and the learner receives feedback (independent study, computer assisted, interactive video, planned projects)
- Assessment-Specific Knowledge and/or skill assessment and program review
- Web-based Programs-credit granted when each course is completed in full. Upon exiting the course, participants will be asked if they want to print a certificate of completion, which includes the number of CEUs assigned to the course
- Laboratory Assignments- If within a planned program-if varies may need to use an averaging system to determine hours (see below)
- Field Experiences- excellent opportunity to gain practical and realistic experiences; may vary in time and duration; may view as successful task completion rather than time; may need to use averaging system to determine hours of credit (see below)
- Outside Assignments- Field trips. Projects and assignments that are part of a course or program (assign a standard number of hours using an averaging method (select 5 individuals to complete a pilot program-each one records the actual amount of time spent completing the program; add the total hours together and divide by the number of students in the pilot program)
 - Example:
 - Student #1 16 hours
 - Student #2 10 hours

- Student #3 8.5 hours
- Student #4 12 hours
- Student #5 14.5 hours

5 students 61 hours= 12.2 hours=12 hours=1.2 CEUs

ACTIVITIES THAT DO NOT QUALIFY FOR CEU CREDITS:

- Association meetings- non-educational activities held at association meetings or organization business related functions
- In-service training- any training that relates only to the policy and procedures of one organization
- Committee work- meetings, activities and assignments
- Academic course- cannot receive academic credit and CEUs simultaneously for the same educational activity
- Entertainment and recreation- attendance at cultural performance, entertainment, recreational meetings, or participation in travel groups
- Individual scholarship- independent writing or the presentation of papers outside of a planned directly supervised continuing education experience
- Mass Media programs- programs delivered through the media and are not part of a planned continuing education activity
- Instructing-faculty does not receive credit for their preparation and instruction parts of an education activity
- Work experience- on-the-job training and life work experience.
- Travel- Travel or participation in a travel study
- Unsupervised study- Individual, self-directed study or other form of independent learning experience that is not planned, directed, and supervised by Wake AHEC
- Work Experience- On-the-job training and other work experiences do not qualify unless the work experience is structured as a part of a planned and supervised continuing education experience that meets the criteria
- Youth Programs- Programs designed for ages below adulthood

OBJECTIVES AND EVALUATION PROCESSES FOR EDUCATIONAL ACTIVITIES

BEHAVIORAL OBJECTIVES (See attached sheet for a list of action verbs)

Behavioral objectives are written using action verbs in terms of what the learners will be able to do at the end of the learning activity. The objectives serve as the basis on which the faculty makes decisions about the content and format of the educational activity. Objectives are included in promotional materials about the activity so that potential participants may make informed decisions about whether or not to attend.

Each objective explicitly states what the participant will be able to do at the end of the activity. Objectives are not stated in terms of what the faculty member will do. Each objective consists of four (4) parts:

- **Who:** the participant
- **What:** what behavior the participant will be able to demonstrate as a result of attendance
- **How/When:** when or how achievement will be assessed
- **How Well:** statement of acceptable achievement; if unstated, assumed to be 100%

Example:

Who: the participant will be able to

What: discuss appropriate transfusion support for selected patients

How/When: at the conclusion of the program

How well: according to the protocols presented

The complete objective is:

At the conclusion of the program, the participant will be able to discuss appropriate transfusion support for selected patients using the protocols presented.

When there are multiple objectives, the “who” and the “how/when” may be combined as an introductory statement with a list of the objectives. For example, the following introductory statement may be used: at the conclusion of this educational activity, the participant will be able to:

List of objectives are here.

Evaluation Processes

Evaluating the Learning Activity: At the end of all educational activities, participants are asked to complete a Wake AHEC electronic evaluation. The evaluation addresses general information about the activity in relation to logistics and speakers. It also includes an assessment of the extent to which the participant meets the objectives.

Evaluating Participants' Achievement of the Objectives: At each educational activity, there should be a process by which the participants are allowed to demonstrate whether or not they have met the outcomes stated in the objectives. There are many ways in which this may be accomplished. Examples include, but are not limited to:

- Written tests
- Discussion of case studies
- Question and answer sessions
- Small group discussion and reports
- Review of material and the presentation of questions to the audience
- Skills demonstration

Other methods may be used as appropriate to the type of activity and the content presented. All educational activities must culminate with time allowed for participants to ask questions.

Forms required in credit file

1. Credit application
2. CV/resume/bio for each planner and speaker
3. Disclosure for each planner and speaker
4. Copy of Evaluation/Evaluation results
5. Copy of certificate
6. Copy of handouts
7. Agreement (If applicable)
8. Budget

CONTINUING EDUCATION ACTIVITY DOCUMENTATION FORM

Wake AHEC

An affiliate of WakeMed and the University of North Carolina Area Health Education Program

CASCE #----- (AHEC Use)

Course Title	
Event Day & Date	
Event Time	Registration time: Program time:
Event Location (Include physical address)	
Primary contact person State name, title, credentials, mailing address, phone number, fax, and email.	
Co-sponsors (add logos of sponsors to brochure/flyer if applicable)	
Planning Committee/Participants List name and credentials of planners Include CV/BIO and disclosure)	
Needs Assessment Briefly describe how the need for the course/program was ascertained. May include: <ol style="list-style-type: none"> 1. Present practice 2. Identified gap 3. Desired results (cost savings, policy changes, skill enhancement, etc.) 4. List any resources utilized (articles, experts) 	
Event Description	
Learning Objectives “At the conclusion of this activity, the participant should be able to ...” (must be stated in behavioral terms)	
Target Audience: What types of healthcare professionals are coming to the event and how were they selected?	
Speaker Information Include name and credentials. Attach CVs/resumes or bio and disclosure for each speaker.	

<p>Agenda (Must include a break at least every two hours.)</p>		
<p>Requirements for Successful Completion of Program (numbers of hours, projects completed, policy developed, etc.)</p>		
<p>Evaluation/Outcome Measurement Plan</p> <ol style="list-style-type: none"> 1. Immediate course outcomes (skills, knowledge, etc. obtained by the end of activity) 2. On-going learning outcomes (plans for returning to practice with possible changes , additions) 		
<p>Continuing Education Credit <input type="checkbox"/> Contact Hours <input checked="" type="checkbox"/> Continuing Education Units (CEU)</p>		
<p>Registration fee:</p>		
<p>Attach the following:</p> <ul style="list-style-type: none"> • CV/resume/bio for each planner • Disclosure for each planner • Budget • Draft of flyer, brochure, letter or email advertising the activity • Logos-Note Wake AHEC logo included on all marketing materials unless marketing only in internal organization • Application fee 		

A List of Action Verbs for Writing Objectives

Activity	Associated Action Verbs			
1. Knowledge	define state list name	write recall recognize label	underline select reproduce measure	relate repeat describe memorize
2. Comprehension	identify justify select indicate	illustrate represent name formulate	explain judge contrast translate	classify discuss compare express
3. Application	predict select explain find	choose assess show perform	construct find use practice	apply operate demonstrate illustrate
4. Analysis	analyze identify conclude criticize	select separate compare examine	justify resolve contrast distinguish	appraise question break down differentiate
5. Synthesis	combine argue select compose	restate discuss relate manage	summarize organize generalize plan	précis derive conclude design
6. Evaluation	judge support identify attach	evaluate defend avoid rate	determine attack select assess	recognize criticize choose value
7. Skills	grasp operate bend act	handle reach turn shorten	move relax rotate stretch	position tighten start perform
8. Attitudes	accept challenge judge praise	value select question attempt	listen favor dispute volunteer	like receive reject decide

Calculating Credit:
CME time, Contact Hours and CEU(s)

Length of time	CME time Total minutes divided by 60 rounded to nearest quarter hour	Contact Hours Total minutes divided by 60 rounded to nearest quarter hour –Prog. Services rounds to the nearest tenth (.X) decimal place	CEU Total minutes divided by 60 divided by 10 rounded to nearest tenth (.X) decimal place-- .5 rounds up
30 minutes	.5	.5	--
45 minutes	.75	.75	.1
60 minutes (1 hour)	1.0	1.0	.1
75 minutes (1 hour 15 minutes)	1.25	1.25	.1
90 minutes (1 hour 30 minutes)	1.5	1.5	.2
105 minutes (1 hour 45 minutes)	1.75	1.75	.2
120 minutes (2 hours)	2.0	2.0	.2
135 minutes (2 hours 15 minutes)	2.25	2.25	.2
150 minutes (2 hours 30 minutes)	2.5	2.5	.3
165 minutes (2 hours 45 minutes)	2.75	2.75	.3
180 minutes (3 hours)	3.0	3.0	.3
195 minutes (3 hours 15 minutes)	3.25	3.25	.3
210 minutes (3 hours 30 minutes)	3.5	3.5	.4
225 minutes (3 hours 45 minutes)	3.75	3.75	.4
240 minutes (4 hours)	4.0	4.0	.4
300 minutes (5 hours)	5.0	5.0	.5
360 minutes (6 hours)	6.0	6.0	.6

