



## INTERNATIONAL COLLEGE OF BIBLE THEOLOGY

OFFICE OF THE DEAN

“TO KNOW HIM AND TO MAKE HIM KNOWN”

### CONTINUING EDUCATION UNITS

Professional development activities outside the realm of credit courses may provide opportunities for formal recognition for the efforts of individual participants. Continuing Education Units have become vital as a means of determining the value of a learning experience in continuing education and training. The Division of Continuing Education provides a valuable service to the International College of Bible Theology by maintaining a permanent registry for department sponsored non-credit activities meeting the criteria for Continuing Education Units. The following guidelines were established by the National Council on the Continuing Education Units.

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#### **What are CEUs?**

The Continuing Education Unit (CEU) is a nationally recognized unit of measure for non-credit continuing education programs. It is used to document learning that differs from the traditional academic learning experience and has become vital as a means of determining the value of a learning experience in continuing education and training.

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#### **How are CEUs calculated?**

One CEU is defined as ten (10) contact hours of participation in an organized continuing education experience under

1. responsible sponsorship
2. capable direction, and
3. qualified instruction.
4. Fractions of units can also be awarded, i.e., 5 hours = .5 units.

Each of the above three elements is an integral part of the concept of developing an educational experience that is significant enough to be recorded on the permanent individual record of each participant.

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#### **Where are my CEUs registered?**

The International College of Bible Theology Division of Continuing Education provides the service of maintaining a permanent registry for department sponsored non-credit activities meeting the criteria for Continuing Education Units. The requesting department must complete a CEU Approval Request Form.

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#### **How can I be sure of quality of programming?**

The International College of Bible Theology issues CEUs for religious studies, and has worked to assure the quality of the national criteria and establish those guidelines as the accepted standard of measure for all continuing education programs. These nationally adopted criteria are applied and adhered to all program design and activities accepted by the ICBT Division of Continuing Education. The International College of Bible Theology's accreditation by the Accrediting Commission International reaffirms the application of criteria in quality programs of continuing education.

The International College of Bible Theology will work to help you meet your educational needs. We will also work with other professional certifying associations to help you conveniently gain needed continuing education hours in the field of religious education.

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### **How do programs qualify for CEUs?**

For a specific program to be eligible for approval of CEUs, the program must fulfill in full:

- 1) responsible sponsorship
  - 2) capable direction and
  - 3) qualified instruction.
    - The program must be planned to fulfill a specific educational need.
    - The purpose and objective of the program must be clear.
    - Qualified instructional personnel should be directly involved in conducting the educational activity.
    - Specific performance requirements for the awarding of CEUs to participants must be established prior to the offering of the program.
    - Evaluation procedures should be determined during the planning of the program.
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### **How long does it take for programs to qualify for CEUs?**

If the correct information is provided, programs can usually be approved for CEUs within one week of reception.

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### **Does it cost for CEUs?**

There is a processing charge per participant when points are awarded.

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### **What programs are eligible for CEUs?**

- Professional continuing education programs in-service training for specific audiences within the church community
  - Religious seminars
  - Religious workshops
  - Religious short courses
  - Certificate programs (if applicable)
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### **What are ineligible programs?**

- social events
  - athletic events
  - programs casually related to educational objectives
  - entertainment
  - standard ICBT courses (exception may be those offered as seminars)
  - others as determined by the ICBT office
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### **Forms – Must be completed by the Requesting Department and the Individual Participant**

- CEU Explanation Document
- CEU Approval Request Form (by the department)
- CEU Request Form (by the individual participant)