



Continuing Education Units (CEUs)

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What is a Continuing Education Unit?

The Continuing Education Unit (CEU) is a nationally recognized unit of measurement for participation in non-credit continuing education programs. Adults who successfully complete George Mason University's approved programs will be awarded continuing education units. A permanent record of CEUs awarded will be maintained in the university database and will be easily accessible for certification and verification purposes.

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How does George Mason University administer the CEU program?

The Office of Continuing Professional Education (OCPE) manages the review of programs to determine if they qualify for CEUs. To make these determinations, OCPE uses guidelines and criteria for awarding CEUs, and compares courses to national measurement standards. OCPE also is responsible for awarding CEUs to all students who successfully complete course requirements for CEU approved courses.

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How are CEUs calculated?

One CEU is defined as ten contact hours of participation in an organized continuing education experience. A CEU can be awarded in whole units or fractions of a unit (one-tenth unit) for each additional contact hour.

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What are the benefits of CEUs?

The objective of the CEU is to:

- Provide a nationally established record of professional development learning activity
- Encourage adult students to utilize educational resources to meet their personal and educational needs
- Recognize individuals that continue their education and keep themselves current in their chosen professions
- Enable individuals to have an accurate source of their current CEU activity
- Provide a system to document continuing education experiences in meeting certification requirements.

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Who approves courses for CEU awards?

George Mason University's Office of Continuing Professional Education (OCPE) evaluates courses submitted for CEU approval. OCPE sponsors open enrollment courses, workshops, seminars, etc. that are designed to enhance the skills of all participants. Call 703-993-2109 for an application form.

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What are the criteria for awarding CEUs?

Continuing Education Units (CEUs) may be awarded based on programs meeting the following criteria:

- Planning - The program meets the educational needs of the group being served and there is representation from the clientele.
- Purpose - Specific objectives of the program along with a statement of rationale, purpose, and goals are made before initiation of the program.
- Instruction - Qualified instructional personnel are selected for all educational activity.
- Performance - Regular attendance or participation in the program is normally the minimal requirement; however, the planning committee or course director may establish alternative criteria for evaluation performance.
- Program Evaluation - Development of an evaluation plan to determine if the program objectives were accomplished.
- Records and Registration - A permanent, confidential and transferable record on all CEU awards is kept by the Office of Continuing Professional Education.

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What types of events may be approved to award CEUs?

All non-credit courses, workshops, conferences and seminars that are designed to expand the skills and knowledge of professionals, are eligible for Continuing Education Units (CEUs).

CEUs may be awarded to any of the following:

- Non-credit classes, clinics, independent study programs, online courses, and TV or videotaped programs used as part of an organized education experience.
- Non-credit technical and professional courses.
- In-service training programs.
- Programs that will fulfill certificate or licensing requirements.
- Programs falling within a "technical/industrial society" sponsored by the university, enabling members to upgrade their technical or occupational credentials.
- Paraprofessional and vocational training programs.
- Staff development programs.

CEUs are typically not awarded to:

- Any program for which academic credit is received.
- Orientation or on-the-job training programs.
- A program that leads to high school credit.
- Individual, self-directed studies or independent learning experiences not subject to verification by testing.

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How can I verify CEU awards?

To obtain information on qualifying programs for CEU awards or to obtain verification of CEUs for participating in George Mason University sponsored programs, contact the OCPE Fairfax Campus main office at 703-993-2109. Please include your name, social security number, address, and the name(s) and date(s) of the program(s) you have attended.

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What is the National Association of State Boards of Accountancy (NASBA)?



George Mason University, Office of Continuing Professional Education is registered with the National Association of State Boards of Accountancy (NASBA), as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Nashville, TN, 37219-2417. NASBA web site: www.nasba.org.

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If you can't find what you are looking for, please call us at 703-993-2109.