



UNIVERSITY OF
SOUTHERN MAINE

INFORMATION ON CONTINUING EDUCATION UNITS

The Continuing Education Unit (CEU) is a nationally accepted unit of measurement to facilitate the accumulation and exchange of standardized information about individual participation in non-academic credit, continuing education courses. One education unit is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

EXAMPLES: 5 hour workshop would award 0.5 CEU
10 hour workshop would award 1.0 CEU
22 hour workshop would award 2.2 CEUs
45 hour workshop would award 4.5 CEUs

APPLICATION OF CEUS TO CERTIFICATION RENEWAL

It is important to note that the application of CEUs to renewal of education certificates requires PRIOR program approval by the Certification Support System of the CEU registrant.

Individuals not employed in a school system may take CEU courses which apply to their endorsement area for renewal of their education certificates. The Maine Department of Education Division of Certification (287-5944) will provide information on request concerning the appropriateness of a CEU course to a particular endorsement area.

Traditionally, recertification credits have been based on fifteen (15) hours of participation for each credit. This formula is used by most school systems and the State Department of Education to convert CEUs to credits for renewal of teaching certificates.

SAMPLE FORMULA: 1.5 CEUs is equal to 1 recertification credit
 3.0 CEUs are equal to 2 recertification credits
 4.5 CEUs are equal to 3 recertification credits
 9.0 CEUs are equal to 6 recertification credits

AWARDING CEUs

The Professional Development Center, a unit of the College of Education and Human Development of the University of Southern Maine, reviews proposals and approves CEUs according to national CEU standards.

RECORDING EARNED CEUs

Upon completion of a CEU course, students receive a CEU grade sheet from the Division of Continuing Studies of the University of Southern Maine. The division also maintains cumulative records of earned CEUs: name, address, social security number of individual; course title/number, location and date of CEU courses taken; and number of CEUs earned by the individual. Transcript copies may be requested from the Division of Continuing Studies (780-5920).