

## Criteria for Awarding Continuing Education Units (CEUs) At Prairie View A&M University

**Definition:** A single **continuing education Unit (CEU)** is granted for the successful completion of ten (10) contact hours in a continuing education course/activity that may include readings, field trips, webinars or any other means of engagement used in a continuing education program course or activity (e.g., *professional development programs, conferences, short courses, seminars, workshops, special training programs, institutes, and symposiums*).

Delivery of Continuing Education may occur in the following three (3) formats:

1. Face-to-face delivery.
2. Technology-assisted (e.g., *online, streaming, audio-visual, interactive, etc*) delivery format.
3. Or a combination of face-to-face and technology-assisted delivery formats.

***Before You Launch a Continuing Education Course/Activity:***

1. Complete **CE Form-A Continuing Education Program Development Application**. Applications must be submitted to OCE at least one (1) month prior to the upcoming semester/session. An approved application is valid a year from the date of approval. Updated applications are required prior to the expiration of the foregoing year in which an application is approved.
2. To award CEU's, facilitators must complete **CE Form-B (Required Information for Granting CE Units)** in addition to **CE-Form A**.
3. Forward completed forms: CE Form-A and CE Form-B to:  
*Office of Continuing Education (OCE)*  
**PRAIRIE VIEW A&M UNIVERSITY**  
*P. O. Box 519; MS 1100*  
*Prairie View, Texas 77446*
4. Contact the Office of Continuing Education *to schedule initial consultation*; it will be followed by a **CE Form-C, CE Consultation Report** regarding approval status and course costs.

***After Obtaining OCE Approval of "proposed" course/activity and the course has concluded:***

4. Each Facilitator must administer program evaluations to course participants (see **CE Form-E, Continuing Education Program Evaluation**). If the course was delivered via online access, the course facilitator *must provide an online link* to the form in their initial course materials).
5. Program facilitators must collect and examine completed participant evaluations and utilize the participant feedback to enhance the quality and effectiveness of their continuing education course/activity.
6. Program facilitators must complete and return **CE Form-D (Participants Eligible to Receive Continuing Education Units)** list to the Office of Continuing Education. If the form is handwritten, it must be clearly printed. The Office of Continuing Education issues certificates from this list.

**If you require further information or have question, please email them to: [oce@pvamu.edu](mailto:oce@pvamu.edu).**

**Forms are available at <http://www.pvamu.edu/continuingeducation/>.**