

## Maintenance and Availability of Records

- A permanent record of participation is maintained by Continuing Education for each individual to whom CEU's are awarded.
- Cumulative records of all CEU's earned by each participant will be available for issue as an official statement or transcript upon request by the participant.

## Registration and Fees

- Prior to the learning experience, each organization requesting evaluation for C.E.U. credit must provide Norfolk State University with the following:
  1. Purpose and Intended Learning Outcomes
  2. Requirements for satisfactory completion
  3. Content description and level, format, instructional methodology
  4. Instructor Resume
  5. Time Schedule showing contact hours
- Fees are in increments of \$15 in accordance with hours of instruction and any fraction thereof:
  - up to 1.0 CEU = \$15
  - 1.1 to 2.0 CEU's = \$30
  - Example: 1.4 CEU's = \$30



# Life-Long Learning



NORFOLK STATE UNIVERSITY  
**CONTINUING EDUCATION**  
at the  
VIRGINIA BEACH HIGHER  
EDUCATION CENTER

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NORFOLK  
STATE  
UNIVERSITY

CONTINUING  
EDUCATION  
UNITS  
(CEU'S)



*because.....*

*“Educational advancement “ does not have to be through courses for credit to be worth credit.*

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## Continuing Education Units (CEU's)



If it's worth doing, it's worth recognition!!

At Norfolk State University Continuing Education, the mission is to provide outreach services and educational opportunities for traditional and non-traditional young students as well as adults. Adults are generally defined as those persons working on a career path for recertification, retraining or simply self-enrichment.

### Advantages to Awarding the Continuing Education Unit (CEU)

- Document continued learning experiences
- Incentive for advanced training
- Educational programs for the "Life-Long Learner"
- Affiliation with an accredited institution of higher learning

## The Facts....

### A Continuing Education Unit (C.E.U.) is defined as follows:

*Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.*

The CEU may be used for measurement, recording, and reporting the accumulation of experiences, and for recognition of participation of adults in programs which seldom in the past have been recorded in any formal or systematic way.

The CEU can be applied to professional and vocational retraining, and adult liberal education, as well as to other continuing education programs.



## Awarding the CEU

- One CEU is awarded for each ten (10) contact hours of instruction
- The number of complete instructional hours is considered in assigning CEU's. For example, 1.7 CEU's are assigned for a learning experience with a total of 17, or 17.75 instructional contact hours.



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