

Element K

Authorized Supplier of IACET Continuing Education Units (CEU)

Frequently Asked Questions

What is IACET?

The International Association for Continuing Education and Training (<http://www.iacet.org>) is a nonprofit association dedicated to improving the quality of continuing education and training programs. IACET authorizes education providers who meet strict continuing education guidelines and **criteria** created in 1968, and improved over the years as practice has evolved. This IACET qualifying process is the standard that HR training buyers and learners seek for quality.

What do the education criteria cover?

The criteria measure all aspects of an educational provider's program development. IACET Authorized Providers have demonstrated that their programs meet 10 criteria. Here is an overview of the criteria and the aspect each evaluates:

Criteria 1: Organization

Criteria 2: Responsibility and Control

Criteria 3: System for Awarding CEU

Criteria 4: Learning Environment and Support Systems

Criteria 5: Needs Identification

Criteria 6: Learning Outcomes

Criteria 7: Planning and Instructional Personnel

Criteria 8: Content and Instructional Methods

Criteria 9: Assessment of Learning Outcomes

Criteria 10: Post-Event Evaluation

What is CEU?

The Continuing Education Unit (CEU) was created by IACET as a measurement of continuing education. One (1) IACET CEU is equal to ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Under IACET's care, the IACET CEU has evolved from a quantitative measure to a hallmark of quality training and instruction.

What is an Authorized Supplier of IACET CEUs?

These are member organizations that have gone through an extensive process to have their training program evaluated to the IACET criteria and guidelines, and have met the Commission review standards with a satisfactory site visit. They are permitted to issue IACET CEUs, a product that differentiates those providers from others.

Element K is an Authorized Supplier of IACET CEUs. All of Element K **self-paced (On-line) courses** will have CEUs applied to them. Element K **self-paced (On-line) courses** that have CEU's attached to them, are accepted by numerous companies, regulatory boards, and organizations throughout North America and Canada. For an exhaustive list, please visit the following IACET website: http://www.iacet.org/resources/accept_ceu.htm

How are CEUs calculated?

One CEU = ten contact hours of participation in organized continuing education/training experience. CEU may be expressed in tenths of a CEU (i.e., 17 contact hours equate to 1.7 CEU; 3 contact hours equate to .3 CEU).

The numbers of CEUs applied to Element K developed courses will appear on the on-line course overview tab. Only Element K self-paced courses will have Continuing Education Units applied to them.

How are CEUs tracked by Element K?

Element K partners with the American Council on Education (ACE) (<http://www.acenet.edu>) to keep track of student CEUs by using the ACE Transcript Service. When a student successfully completes a Element K course, the student is presented with the opportunity to register their CEUs with ACE. ACE will provide all services related to registering and managing CEU information for the student.

How many Element K courses will have CEUs?

All on-line courses **developed** by Element K using Element K's instructional design model will have CEUs applied to them. Element K hopes to have all courses updated to reflect CEU status by end of 2007

Can CEUs be applied to third party content?

Unless the third party partner is an Authorized Supplier of IACET CEUs, Element K cannot offer CEUs for partner content.

How do I know that an Element K online course has CEU's applied to it?

When the on-line course is accessed, there will be a CEU designator at the top of the Course Overview tab that will indicate the number of CEUs applied to the course. Please refer to figure below.

The screenshot shows the Element K website interface. At the top, there is a search bar with a dropdown menu set to 'All Content' and a 'SEARCH' button. Below the search bar is a navigation menu with links for 'My Account', 'My Content', 'Catalog', 'Professional Development', and 'Help'. A user greeting 'Welcome, Clifford Heckman of Demo - Product Management' and a 'Logout' link are visible on the right. The main content area displays the course title 'Performance Management (Includes Simulation)' in red. Below the title, there is a 'Course Complete: No' status and 'Completion Requirements: Topic Completion of 100% or a Course Assessment Score of 80%'. A 'CEU Display' box highlights the 'Estimated Time of Completion: 4 hours 35 minutes' and 'CEU Credits: 0.4' fields. The course description and objectives are also visible.

Additionally, the 'CEU' acronym will be added to the keyword search associated with each course, to allow all courses that have CEUs applied to them to be displayed during a course search activity within Element K's on-line catalog.

How do I submit CEUs to the American Council on Education?

Although Element K allows the student to track their courses (start to finish) within its own Learning Management System, Element K has teamed up with ACE to manage the student CEUs through its Transcript Service. The student, upon successful completion of a course, will be given an opportunity to send relevant data to ACE that includes the course title, number of CEUs applied to the course, and other tracking information simply by following a series of online prompts. Once the submission to ACE is completed, the student will receive an email from ACE with instructions to how to log on to the ACE website, view CEUs, and order 'official' transcripts.