

July 14, 2016

### **RECON Training Workshop CEU Information**

*One CEU = **ten contact hours** of participation in **organized** continuing education/training experience under **responsible, qualified direction and instruction** (definition of the International Association for Continuing Education and Training-IACET)*

- Continuing Education Units (CEUs) are based on the number of sixty-minute contact hours for a course or program. (Example: If a course or program meets ten contact hours, you will receive one CEU.) To receive CEUs, you must be present for the entire course or program.
- Earned CEUs may be useful in maintaining certification or licensure. They may also document your continuing professional education for an employer, association or credentialing agency. Cal Poly Extended Education maintains a record of the CEUs you have earned through programs and courses approved for CEUs.
- CEUs are for non-credit courses or programs. They cannot be converted to quarter or semester hour credit and they cannot be applied to degree programs.
- We will not award retroactive CEUs. You must register for CEUs at the time of the course or program.

**Transcripts:** CEUs earned will be reflected on an official Cal Poly transcript. All students enrolled in CEUs will be able to order official Cal Poly transcripts from the Office of the Registrar to document the completion of this workshop.