OPEN LEARNING

UMD CEU Certificate Guidelines

Extended Studies (EXST) issues a *University of Maryland Continuing Education Unit Certificate* that awards UMD CEUs for the successful completion of Open Learning courses intended to improve the knowledge and skills of professionals in the field. The digital certificate is valid for any organization that recognizes UMD CEUs. EXST maintains a record for five (5) years. All trainings awarding UMD CEUs must be offered through Open Learning.

Procedure

Campus units offering Open Learning courses submit requests awarding the *UMD CEU Certificate* via the Open Learning Application.

Eligibility

1. All UMD-affiliated campus units.
2. Non-affiliated organizations must be sponsored by a UMD academic unit.

Criteria

The Open Learning course must satisfy the following criteria:
1. Learner needs are identified and used as the basis for planned outcomes.
2. Learning outcomes are clear, specific, and measurable.
3. Learning outcomes are discussed with students as part of the instructional delivery.
4. Individuals involved in the planning and instruction are competent in the content area and knowledgeable in instructional methods and adult learning processes.
5. Content and instructional methods are appropriate for each learning outcome and accommodate various learning styles.
6. Assessment methods measure achievement of learning outcomes.
7. Learners are provided feedback on their mastery of learning outcomes.
8. Learners are provided the opportunity to give feedback or evaluate the course.
9. The number of qualifying CEU hours does not include any breaks or time not focused on learner outcomes.
10. UMD CEUs may not be awarded for programs carrying undergraduate or graduate credits.

Calculating UMD CEUs

Complete the [UMD CEU Calculation Worksheet](#). This excel worksheet must be uploaded and submitted with the Open Learning application.

UMD CEU calculation is based on a nationally recognized measure:

1. One CEU is defined as 10 contact hours of participation in an organized education experience under responsible sponsorship, capable direction, and qualified instruction (includes classroom, self-paced instruction, pre/post assignments, and/or homework) in support of a Learning Outcome.
2. In computing the number of CEUs to be awarded, only the number of *instructional* hours or the equivalent shall be considered. Breaks and lunch are not to be included.
3. When calculating the number of CEUs for a course, the number of contact minutes must be totaled and divided by 60 to arrive at the number of contact hours. Total contact hours must then be divided by 10 to obtain the number of CEUs (rounded to nearest tenth).
    a. Example 1: A learning event has six 50-minute sessions with 10 minutes between for set-up. The number of contact hours would be computed as: 6 X 50 = 300 total minutes in organized, interactive learning. 300 minutes / 60 minutes = 5 contact hours. The number of CEUs would be computed as: 5/10 = 0.5 CEUs.
    b. Example 2: A learning event has three 35-minute sessions with no breaks. The number of contact hours would be computed as: 3 X 35 = 105 total minutes in organized, interactive learning. 105 minutes /60 minutes = 1.75 hours. The number of CEUs would be computed as: 1.75/10 = 0.175 which when rounded to the nearest tenth would be 0.2 CEUs.

Participants and the UMD CEU Certificate

The campus unit contact is responsible for disseminating the following information. This should be included in the Open Learning Catalog listing, course description, syllabus/outline, and marketing materials.

1. Number of CEUs to be awarded
2. The *University of Maryland* named as the awarding institution
3. Definition of a CEU
4. The following statements:
    a. "Neither the University of Maryland Continuing Education Unit Certificate nor earned UMD CEUs post to the University of Maryland transcript."

b. "Program participants are expected to check with their professional association or employer to determine the acceptability of University of Maryland CEUs."

UMD CEU Certificate

Issuing the Certificate

EXST provides the *UMD CEU Certificate* to the campus unit contact for distribution to participants. Certificates are issued in digital format only.

Fees

$25.00 per certificate.

Payment

The campus unit contact submits payment on behalf of each participant via a valid UMD account. No individual participant payment is accepted.