

The CEU is a unit for measuring and recording a learner's participation in non-degree credit educational activities. One tenth (.1) continuing education unit (CEU) is issued for each contact hour of participation in learning programs approved by the Coalition. A unit of measure for Continuing Education Units is 10 clock hours equal one CEU. The DPD will determine the number of Continuing Education Units based on the information provided on the trainer application. The number of Continuing Education Units for each learning program will be recorded on the trainer application form and must be written on all marketing materials for the learning program.

Learners must attend the entire session, complete the appropriate paperwork and submit the required fee to receive CEUs. Once the paperwork is reviewed the learners will receive an official CEU certificate by mail from the Coalition. A database will be maintained documenting participation and completion of learning programs and will remain on file for 7 years. Transcripts are available from the Coalition by completing and submitting a Transcript Request form.

### ***CEU Fees***

- Workshops with one topic given once or over a period of time will remain priced at \$10 for the first 5 hours and \$1 an hour for additional educational time.
- Workshop series (with numerous topics offered over a period of time, put under one title i.e. January trainings, VPK Training Track) will be charged \$15 for the first 5 hours and \$1 an hour for additional educational time.
- One day conferences that have 2 or more topics will be charged \$15 for the first 5 hours and \$1 an hour for additional educational time.
- Two day conferences will be \$30.
- Cash, and/or money orders will be accepted.

Replacement certificates are \$10.00 each and are available upon request from the Early Learning Coalition. Upon receipt of a completed Transcript Request form records will be mailed directly to the learner within 4-6 weeks of the request. The learner may designate release of their records to other persons or organizations by indicating so in writing on the transcript request form.