Short-Duration CEU Award Letter

June 21, 2004

To: Chapter Presidents, President-Elects, Regional Vice Presidents, and Area Directors

From: Trudy Goldman
Manager, Education and Program Development

Re: Change to CEU Award Procedure for Chapter Education Events

ASSE as an Authorized Provider, designated by the International Association for Continuing Education and Training, of CEUs currently awards CEUs to ASSE chapters that successfully apply for education programs that are of 3 hours duration or longer. We have received requests to develop another structure for this minimum time period so that shorter chapter education programs can also receive a CEU award. In response, we are making the following change to our procedure so that Chapters can take advantage of the benefit of CEUs for shorter duration education programs.

Chapters may apply for CEU awards for education programs that deliver at least one hour of continuing education and training with the following provisions:

- The chapter must deliver at least three CEU-eligible education programs of at least one hour in length during a six-month period of time. These education events can be offered in conjunction with a chapter meeting, but only the education portion will be eligible for CEUs.

- A separate application needs to be completed for each education event and the three events must be submitted as one request for a CEU award.

- The CEU application must be submitted to me in advance of the education events and the award must be made in advance of the events.

- If CEUs are awarded to all three events, attendees must have attended all three events to receive the award.

- After the last of at least three events is delivered, the chapter must submit a list containing the names of attendees who participated in all the events.

I will be happy to assist you with more information. My email address is tgoldman@asse.org and phone is 847.768.3405.