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NAVAJO TECHNICAL UNIVERSITY

ESTABLISHED 1979

Continuing Education Unit (CEU) Policy

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1. Purpose

The purpose of Continuing Education Unit (CEU) is to serve all interests of participants in non-credit continuing education, whether public or private, regardless of age of participants, subject matter, program format, or instructional methodology. CEU can be used for quantitative measurement, recording, reporting, accumulation, transfer, and recognition of participants in non-credit continuing education activities.

CEU can be used by individuals to meet the following requirements:

a. Maintain or improve professional competencies.
b. Document continuing qualifications for licensure or certification.
c. Demonstrate persistent effort towards professional development.
d. Evidence of personal and vocational growth to meet changing career demands.
e. Prepare for a new career due to personal preference or pressure from employer or technological obsolescence.

2. Mission

To provide education and lifelong learning experience that are competitive with other institutions to the Navajo communities based on Diné cultural values.

3. Introduction

Continuing Education Unit (CEU) is designed and awarded to individual participation in non-credit continuing education and professional activities. NTU's CEU program is open to Navajos, Pueblos, and other people reserving on or near the Navajo Nation. One CEU unit is equivalent to ten (10) classroom hours in a lecture or laboratory format. An instructional contact hour is defined as sixty (60) minutes, excluding breaks.

Based on the International Association for Continuing Education and Training (IACET),

1 (IACET) CEU equals 10 hours of a laboratory session or lecture for international standard.

Calculation of ACET CEUs

$$\text{Contact Time} = \frac{\text{Total minutes of all activities - total minutes of non-allowable activities}}{\text{60 minutes}}$$

$$\text{1 (IACET) CEU} = \frac{\text{Contact time (hours)}}{\text{10 hours}}$$

4. Documentation of CEU

CEU documentation must provide the following information:

- Name of applicant
- Title of course or training or educational activity
- Name of instructor/trainer
- Number of classroom or shop hours
- Date(s) of delivery of instruction

5. Application Process
A CEU participant must apply to the Registrar's Office with a non-refundable application fee of $71.25 payable to the **Business Office of Navajo Technical University, Crownpoint, New Mexico 87313** prior to the start date of instruction or training. Senior citizens, who are 65 years or older will pay a half of the application fee, i.e., $35.63. Accepted applicants must contact NTU's Admissions' Office at least a week prior to start date for CEU cards. All applications are valid for one academic year.

6. **Instructional Formats**: Mode of instruction includes conference, correspondence, face-to-face course, hybrid or blended courses, institute, lecture series, online, seminar, short course, televised instruction, web-based instruction, web-enhanced courses, and training.

Conference
This is a general type of meeting with a central theme, loosely structured, and covers a wide range of topics. It can last one or more days. Speakers make presentations to small group sessions for discussion purposes.

Correspondence Course
This is a course of study in which students and teachers communicate by mail.

Face-to-Face Course
It is formally organized as face-to-face instruction, which meets regularly for an entire session.

Hybrid or Blended Courses
Hybrid classes are taught using both online learning and face-to-face interaction.

Independent Study (Directed Study)
It is an education activity undertaken by an individual with little to no supervision by the teacher or professor. A student and a professor agree on a topic for the student to research with guidance from the instructor for an agreed credit.

Institute
This is like a conference, but more tightly structured and provides systematic development of its theme. Participants may meet annually.

Instructional Contact Hour
An instructional contact hour is defined as sixty (60) minutes.

Lecture Series
Education talks to an audience, especially to students in a college setting.

Online Courses
Courses are offered fully online using a Learning Management System (LMS) or web presence to enhance delivery of the courses.

Seminar
This involves a small group of people that discuss under a leader. It may be offered only once but may last several days.

Short Course
It is offered under one instructor, meeting on a regular basis for a short period, for example, one to three weeks.

Televised Instruction
In this format, television programs are used in the field of distance education. Educational programs on instructional television may be less than one half hour long (typically 15 minutes in length), accompanied by teachers' guide.

Training Program
It offers a combination of instruction and practice. It is more on an individualized basis than a workshop.

Web-enhanced Courses
Typically, web-enhanced classes are traditional face-to-face courses that use tools in the E-learning environment, so students can have access to course materials 24/7 via an LMS.

Web-Based Instruction (WBI)
This is a custom-tailored training, which is delivered over any network such as Internet, intranet, Local Area Network (LAN), etc.

Workshop
It combines instruction with laboratory or experiential activity for the participants. It emphasizes skills rather than theory. Instruction lasts one or more days.

7. Participant Evaluation Procedures
For participants to qualify for an award of CEUs, the instructor is required to specify methods for evaluation of the participants. Evaluation of the participants is not limited to, but may include any of the following:

a. Written and/or oral examination
b. PowerPoint presentation
c. Evaluation of participants work such as art form, welding, design, etc.
d. Performance observation

8. Transcript Fee
Participants can obtain a copy of their CEU transcripts of courses taken at NTU at a fee of $10 per transcript.

9. References

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