

**Continuing Education Units
& Contact Hours**
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Continuing Education Unit (CEU):
Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

One CEU is awarded for each ten clock hours (sixty minutes = one clock hour/contact hour) of instruction.
Do not include: time used for breaks, meals, business meetings or receptions.

The term CEU is in the public domain.

- Any organization may award a CEU without requiring any accreditation. In an effort to verify standards, the International Association for Continuing Education & Training (IACET) was established to offer industry wide accreditation of CEUs.

The awarding of the University of Florida CEU is assurance that the recipient has attended a program sponsored by the University and that the program has met the following criteria:

- The content of the program was developed and delivered by a University faculty member or an expert approved by the Division of Continuing Education or sponsoring college or unit
- The program was developed in response to a documented need
- The purpose of the program was to attain clearly defined learning objectives
- The program contained a structured program evaluation procedure
- An application for awarding UF CEUs has been completed and approved by the Division of Continuing Education
- The permanent record of the participant's enrollment in the program and the number of CEUs awarded is maintained by the Division of Continuing Education

The term CEU has become a generic term used by continuing education sponsors and licensing boards to quantify an individual's participation in a continuing education (non credit) activity. **Licensing boards that require mandatory continuing education hours for license renewal have added their own terms for measurement of continuing education a activity.** For example:

- Certified Public Accounts – CPE (Continuing Professional Education)
- Architects and Interior Designers – CEH (Continuing Education Hour)
- Veterinarians – CPE (Continuing Professional Education)
- Physicians – CME (Continuing Medical Education)
- Engineers – PDH (Professional Development Hours)
- Building Construction – CE (Continuing Education)
- Pharmacy – CPE (Continuing Pharmacy Education)

Licensure:
The granting of a license, which gives a permission to practice a profession.

Certification:
An employment qualification; usually not a legal requirement for practicing a profession.

State agencies and professional associations license or offer certification to professionals under their jurisdiction.

- Florida Department of Business and Professional Regulation
- CE Broker

Continuing education providers should be committed to maintaining complete and accurate participant records. The data about the individual participant and course(s) should be complete enough to avoid confusion and should contain *at least* the following:

- Name of course/activity and provider
- Brief course description, including intended learning outcomes.
- Date of course/activity
- Length (in contact hours) of course/activity
- Name and professional license number of participant
- Satisfactory completion of course/activity and recognition
- Names and approval numbers of relevant professional boards

Certificates of attendance should contain:

- Sponsor Name
- Participant's Name
- Name of Program
- Date of Program
- Location of Program
- Contact Hours
- Professional License number
- Professional Board Approval number

UNIVERSITY OF FLORIDA
Presents
Certificate of Attendance to
John Doe
The 82nd Annual
Southeastern Electricity Metering Association
Management & Power Solutions, Customer Relations,
Advanced Metering, AMR, Fundamentals of Metering
November 5-8, 2007
St. Petersburg, Florida
4 ContactPDH Hours/ 4 CEU's

[Signature]
Director, Education & Services

EXP Number: 0071
