

## Continuing Education Units in the Statewide Learning Management System

The Statewide Learning Management System (SLMS) offers administrators the ability to establish continuing education unit (CEU) credits for a particular catalog item (course) and to define the credit hours granted for completing it. You can assign differing amounts of CEUs for different types of learners to the same catalog item, as needed.

Because CEUs are assigned at the catalog item (course) level, learners must complete the entire course to be granted the CEU credit; they are not given partial credit. To grant differing amounts of CEUs to the same course, you will need to set up two different catalog items and set the type of CEU for each course.

Credit for instructors can be granted similarly:

- Establish a separate catalog item with the instructor credit-type attached.
- Then enroll the instructor in the activity for the catalog item they are teaching, and you can grant the credit attached to that course as appropriate.

A list of CEU types available in SLMS can be found at the end of this document.

### Programs

Programs are another way to grant CEUs. Programs can be used when you need to grant learners partial credit. For example, you would set up a program with catalog items for a morning and afternoon session and grant the learner the number of CEU appropriate for attending one or both sessions.

Programs are especially useful for learners who need to obtain a particular certificate, license, skill, or competency. The series of catalog items (courses) are organized to guide learners along a specified learning path, presenting activities (classes) in a logical sequence. Programs are divided into one or more sections. A section can include catalog items or another program.

The procedures for setting up certification programs are almost the same as those used for curricula, except that with certifications you also have to specify whether you are creating a certification program or a recertification program. You also have to state how much time learners have to complete the program and provide expiration rules.

There are two types of programs, Curriculum and Certification programs.

1. **Curriculum programs** guide learners through a specific learning path over an unrestricted period of time. Learners can progress through courses at their own pace. For example, your organization may have a Management Training Curriculum. The record of completion does not expire; therefore, the learner needs to complete the curriculum only once.

2. **Certification programs** have a fixed begin date and end date. Typically, they include tests that learners must pass to become certified for a specified period of time. Certification programs have an expiration date and completion rules. You can apply a single set of expiration rules to the entire program or define different expiration rules for each section of the program (cascading expiration).

Certification programs are particularly useful when learners have to acquire a certificate or license, or they have to develop or become proficient in a particular skill or competency within a given timeframe. For example, your organization may offer a six-month certification program for a Sun Java Programmer certification.

**Recertification programs** are a type of certification program. They specify the catalog items (courses) a learner has to complete to become recertified before a certification expires. Sometimes the recertification program has fewer catalog items than the original certification.

### Certificates of Completion

Certificates of completion to be assigned to the catalog items can be designed and made available inside your learning environment. Logos and the following fields can be applied on the certificate:

Heading Text	Format
Learner Name	50 characters
Learner ID	15 numbers
Program or Catalog Item Name	200 characters
Program ID	10 numbers
Activity Code	30 characters
Instructor Name	50 characters
Completion Date	Various Options
Enrollment Confirmation Number	10 numbers
CEU	6 numbers

## CEU TYPES

CPE3	CPE for Certified Public Accountants - Attest
CPE2	CPE for Certified Public Accountants - Auditing
CPE7	CPE for Certified Public Accountants - Ethics
CPE4	CPE for Certified Public Accountants - Taxation
CBRN	California Board of Registered Nurses
CPPB	Certified Professional Public Buyer
CPPO	Certified Public Procurement Officer
CET	Code Enforcement Official Annual In-Service
CE14	Commission on Rehabilitation Counselor Certif.
CAEC	Continuing Assessor Education Credit
CEU	Continuing Education Unit
CFE	Continuing Forensic Education
CLE	Continuing Legal Education
CME	Continuing Medical Education
CPDE	Continuing PDE-Aging Services Nutrition Consultant
CPE	Continuing Professional Education
ASAC	Credentialed Alcoholism & Substance Abuse Counsel
CPP	Credentialed Prevention Professionals
CPS	Credentialed Prevention Specialists
PDH1	Employee Assistant. Professional Assoc.-PDH Domain 1
PDH2	Employee Assistant. Professional Assoc.-PDH Domain 2
PDH3	Employee Assistant. Professional Assoc.-PDH Domain 3
FEC	Fingerprint Examiner Certification
FIT	Fire Investigation Annual In-Service Training
GAO1	GAO General Credit
GAO2	GAO Government Credit
HMER	Haz Mat Emergency Response Training
IIMC	International Institute of Municipal Clerks
JFIT	Juvenile Firesetter Intervention Annual In-Service
LPEC	Latent Printer Examiner Certification
LE	Legal Assistant
CLE3	Mandatory CLE - Area of Professional Practice
CLE1	Mandatory CLE - Ethics and Professionalism
CLE4	Mandatory CLE - Law Practice
CLE2	Mandatory CLE - Skills
CE17	NYS Nursing Association
CE18	NYS Psychologists Association
CHES	Nat'l Commission for Health Education
CE16	Nat'l Council for Therapeutic Recreation Cert.
CE15	National Assoc. of Social Workers

NBCC	National Board for Certified Counselors
NHCE	National Highway Institute CEU
PDLS	PDH for Land Surveyors
PDLA	PDH for Landscape Architects
PT	Physical Therapy
PZ	Planning & Zoning Board Credit
PDH	Professional Development Hour
PDU	Professional Development Unit
WWO	Water & Wastewater Operators Credit