

National Association of Ecumenical & Interreligious Staff  
Professional Development and Standards Committee

**Standards and Guidelines for the Use of CEU's**

A Continuing Education Unit (CEU) is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction." \*

Events for which CEU's are awarded should be characterized by:

1. Sponsorship by a responsible institution or organization, which:
  - a) assumes administrative responsibility;
  - b) maintains a permanent record system;
  - c) assigns direct supervision to a capable program director or educational administrator.
2. Capable direction, providing:
  - a) professional educational leadership in program planning and development;
  - b) selection of the most effective educational format for the intended purpose;
  - c) adequate program management;
  - d) appropriate evaluation methods;
  - e) assignment of qualified instructional leaders.
3. Qualified instructional personnel, who have:
  - a) competence in the subject matter through training, experience, and/or demonstrated knowledge or skill (through publication or performance);
  - b) ability to communicate the educational content effectively;
  - c) teaching skill (ability to enable persons to learn and grow);
  - d) understanding of and commitment to the nature and purpose of the church;
  - e) ability to integrate (and enable others to integrate) the normative, situational, functional, and personal dimensions of ministry and learning;
  - f) theological perspective and sensitivity to the issues being addressed.
4. Adequate program planning and evaluation, including:
  - a) planning done in response to the educational needs of the target group;
  - b) opportunity for input into the design from this group;
  - c) clear statement of rationale and objectives;
  - d) evaluation in terms of the objectives
    - of participants,
    - of program by participants.
5. Events that provide opportunity for most if not all of the following:
  - a) adequate preparation;
  - b) instruction in one or more of the content areas of the theological curriculum;
  - c) skill development in one or more of the functions of ministry;
  - d) stimulation and guidance for personal and professional growth;
  - e) group dialogue and interaction;
  - f) peer teaching and learning;
  - g) theological reflection on the practice of ministry;
  - h) written reflection on and identification of learnings;
  - i) a written plan or proposal for follow-up and utilization of learnings.

6. Examples of activities that do not meet these criteria:
  - a) "indoctrination" programs dealing with the internal affairs of the church or judicatory;
  - b) "inspirational" programs designed to build loyalty to the church or judicatory;
  - c) board or committee meetings and orientation sessions;
  - d) annual meetings and conventions;
  - e) mass media programs (unless an integral part of a larger educational program);
  - f) entertainment and recreation ~ attendance at lecture series, cultural performances, film festivals, etc. (unless an integral part of a larger educational program);
  - g) work experience ~ on-the-job training (unless supervised and structured as part of a planned educational experience);
  - h) travel tours (unless intentionally designed as an educational experience, with qualified leadership, advance preparation, and opportunity for study and reflection);
  - i) individual scholarships (independent, unsupervised research and writing, unless part of an intentional plan for self-education);
  - j) self-directed studies (unless planned, supervised, or directed in conjunction with peers, lay committees, supervisors, and/or sponsoring agencies);
  - k) activities for which credit, support, or approval is requested after-the-fact (i.e., not part of an intentional plan).

\* *The Continuing Education Unit: Criteria and Guidelines* (Revised April, 1979). Available from The Council on the Continuing Education Unit, 13000 Old Columbia Pike, Silver Spring, MD 20904.