

UGA and the Continuing Education Unit

Your Assurance of Quality

Formally defined, one Continuing Education Unit (CEU) is “ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.”

The University of Georgia has long been involved with the Continuing Education Unit. Since its inception in the late 1960s and its emerging widespread use, the faculty of the University’s Georgia Center for Continuing Education, have been instrumental in helping to develop, shape, and implement the CEU as an accepted standard of measure for quality continuing education.

The assurances of the CEU enhance the quality of your learning experience in several ways:

- Nationally adopted criteria are applied to program design.
- A permanent record of your participation in a Georgia Center for Continuing Education-sponsored program is maintained.
- The University’s accreditation by the Southern Association of Colleges and Schools reaffirms the application of criteria in the area of continuing education.
- The University System of Georgia Board of Regents sets the CEU criteria to maintain quality experiences in continuing education.

Guiding Principles of the CEU

- Programs are designed to upgrade existing career, professional or occupational skills.
- Programs have written learning outcomes.
- Knowledgeable people are involved in planning and conducting programs.
- Content and instructional methods are appropriate for the learning outcomes.
- Participants satisfactorily complete programs as demonstrated through attendance or assessment.
- Programs are evaluated by the participants .
- The institution has a clearly defined way for developing and administering programs and has a review process that ensures the CEU guidelines are met.
- The institution maintains completion records on all participants that satisfactorily complete a program and can provide a copy of a CEU transcript upon request by participant.

Contact Information:

+1-706-542-3537

1-800-811-6640 (USA only)

questions@georgiacenter.uga.edu

www.georgiacenter.uga.edu/courses

Request a free copy of your CEU transcript by e-mailing transcripts@georgiacenter.uga.edu. Please note that we do not send official transcripts via e-mail. Official transcripts (with UGA stamped seal) must be mailed. Please provide in your request the complete mailing address including to whose attention it is to be addressed. If you do not require an official transcript, please provide an email or fax number to which you wish your transcript delivered.



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