



SOP TITLE	Continuing Education Units
SOP NO.	1-117
REVISION NO	1.1
PROGRAM	Administration

SOP Approval Dates

	Initial Approval	Last Revision Date	Last Review Date
Committee: Training	9/13/2012	4/7/2017	
Program	NA	NA	
Policy Committee Review	9/13/2012	4/7/2017	
TNI Board of Directors Endorsement	NA	4/12/2017	
Effective Date	9/13/2012	4/7/2017	

TABLE OF CONTENTS

1.0	Purpose and Applicability	2
2.0	Summary	2
3.0	Related Documents	2
4.0	Definitions	2
5.0	Procedural Section	3
6.0	SOP Approved Changes	3

1.0 Purpose and Applicability

This SOP describes the process by how TNI will award Continuing Education Units (CEUs) for training courses provided by TNI and other organizations. This SOP applies to all training provided by TNI, including seminars, webinars and webcasts. This SOP also applies to training activities provided by other organizations where the organization requests TNI to provide CEUs.

Benefits

- Promote TNI EDS
- Incentive for Trainers
- Helps promote meetings and regional workshops
- Demonstrate competency of individuals in their field

2.0 Summary

TNI will provide CEUs for all training provided by TNI that meets the requirements of section 5.0 below. TNI does not establish any initial or ongoing requirements for any person to have a minimum number of CEUs, but laboratories (including Field Sampling and Measurement Organizations (FSMOs)) and Accreditation Bodies may choose to establish such requirements for their staff.

CEUs are awarded based on a review by TNI of the course material as described in Section 5.0 below. CEUs are awarded at 0.1 CEUs per hour of instruction.

Note: TNI is not an accredited provider of CEUs, but follows the procedures of an accredited provider. If accredited CEUs are required, it is the responsibility of a course attendee to reach out to an accredited CEU provider to receive accredited CEUs that are accepted by the organization the course attendee would submit the CEUs to. Organizations receiving CEUs may have additional requirements (i.e., need for a course evaluation to be completed) and the course attendee should check for any special requirements prior to completing the course.

3.0 Related Documents

SOP 1-110 Educational Delivery System

4.0 Definitions

Regional Workshop	A meeting held by some other organization (e.g., the Florida Society of Environmental Analysts) where TNI provides a training course under a cooperative agreement.
Training Event	A training course sponsored by TNI that is not affiliated with any other meeting.
CEU Categories	<p>TNI will award CEUs in the following categories of training:</p> <ul style="list-style-type: none"> • Laboratory: Education in <ul style="list-style-type: none"> - the theory and techniques of any environmental analysis; - the TNI Environmental Laboratory Sector Volumes 1-4 and any related technical or general evaluator or assessor training; and - laboratory related regulations and topics. • Field Sampling and Measurement: Education in <ul style="list-style-type: none"> - the theory and technique of environmental sampling and/or field measurements, - the TNI Field Sampling and Measurement Organization Sector Volume 1-2 and any related technical or general evaluator or assessor training; and - field related regulations and topics.

	<ul style="list-style-type: none">• TNI: Courses related to TNI such as Board of Director training, use of LAMS, etc.• Other: Courses that don't fall into the categories above.
--	---

5.0 Procedural Section

5.1 Aims, Objectives and Learning Outcomes

In order to qualify for CEUs, any training course must have defined Aims, Objectives and Learning Outcomes.

- **Aims** are overall statements of what you hope the training event will achieve. For example:
 - The aim of this training is to summarize the 2017 Method Update Rule.
- **Objectives** are more specific statements of what will be presented to the participants, for example:
 - The Objectives of this course are to summarize all of the changes in 40 CFR Part 136 related to approved methods, sample preservation and holding times, method modifications, and essential quality control.
- **Learning outcomes** are a set of statements setting out what the participants should be able to do or understand by the end of the training event. For example:
 - By the end of this course attendees will be able to implement the new requirements in their laboratories.

5.2 Awarding CEUs

- 5.2.1 CEUs will be awarded for any training event supported by TNI, including training at Regional Workshops, training provided by other organizations at a TNI sponsored Training Event or a TNI meeting, and TNI webinars and webcasts, according to the procedure in this section.
- 5.2.2 The TNI Training Coordinator will review a summary of the proposed course; the course agenda; the aims, objectives, and learning objectives; the instructor biography; and other relevant information. The TNI Training Coordinator will review the proposed course and determine if the course is relevant to the categories described in Section 4.0 above. The TNI Training Coordinator will then determine if the course is suitable for awarding CEUs.
- 5.2.3 The TNI Training Coordinator will review a quiz/test (minimum of 5 questions) prepared by the instructor to test whether the learning objectives were met. An individual must correctly answer more than 2/3 of the questions in order to receive CEUs.
- 5.2.4 TNI will maintain a table for each course offering CEUs that records the date of the training course, the title, the attendees, testing score and the CEUs awarded. An exception is made for webcasts, where only a copy of the quiz/test with the score and a copy of the certificate awarded are maintained.

6.0 SOP Approved Changes

Revision No.	Effective Date	Description of Change
0	09/13/12	New Document
1	02/23/17	Update CEU categories, add testing requirement, and include documentation requirements. Delete section on awarding CEUs for other organizations.
1.1	04/07/17	Addition of note regarding status of TNI as an accredited CEU provider and minor editorial changes, after Policy Committee review