



SOP TITLE	Continuing Education Units
SOP NO.	1-117
REVISION NO	3.0
PROGRAM	Administration

SOP Approval Dates

	Initial Approval	Last Revision Date	Last Review Date
Committee: Training	9/13/2012	10/28/2023	
Program	NA	NA	
Policy Committee Review	9/13/2012	02/02/2024	
TNI Board of Directors Endorsement	NA	NA (03/13/2023)	
Effective Date	9/13/2012	10/28/2023	

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. This SOP applies to all training provided by TNI, including seminars, webinars and webcasts.

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.

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

ANSI/IACET 1-2007 – Standard for Continuing Education and Training

4.0 Definitions

See SOP 1-110.

5.0 Procedure

5.1 Learning Objectives

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

Learning Objectives describe what students are able to demonstrate in terms of knowledge, skills, and abilities (KSAs) upon completion of a course.

5.2 Awarding CEUs

5.2.1 CEUs may be awarded for any training event supported by TNI, including 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 synopsis and agenda, the 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. The TNI Training Coordinator will then determine if the course is suitable for awarding CEUs.

5.2.3 The TNI Training Coordinator will review the test prepared by the instructor to assess whether the learning objectives were met and the number of questions is appropriate. (See SOP 1-129.) An individual must correctly answer at least 70% 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

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webcasts, where it is acceptable to only maintain a copy of the test with the score and a copy of the certificate awarded.

5.2.5 CEUs are provided when test scores are greater or equal to 70% based on assigning 0.1 CEU for 60 minutes of instruction. The minimum number of CEUs awarded is 0.1.

- Add the minutes for all allowable activities in a learning event.
- Divide the total by 60.
- Divide this total by 10.
- Round the fraction for the last few minutes to the nearest tenth.
- If the resulting calculation ends in less than .05, round down to 0.
- If the resulting calculation ends in .05 or higher, round up to the nearest whole number.
- Examples
 30 minutes = 0.1 CEU
 1 hour and 20 minutes = 0.1 CEU
 2 hours and 30 minutes = 0.3 CEUs
 2 hours and 40 minutes = 0.3 CEUs

6.0 References

SOP 1-110 Educational Delivery System
 SOP 1-129 Developing Test and Examination Questions

7.0 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
2.0	7/2/21	Moved the calculation of CEUs from SOP 1-110 into this SOP. Deleted definitions which were inconsistent with SOP 1-110. Added reference to IACET Standard. Revised section 5.2.3 to be consistent with SOP 1-129.
3.0	2/2/24	Removed language relative to regional workshops. Changed Aims, Objectives, and Learning Outcomes to Learning Objectives. Changed 2/3 to 70%. Switched references and related documents. Other editorial changes.