

# **IEEE Continuing Education Programs**

## ***Policy & CEU Process Manual***

Continuing Education Programs  
IEEE Educational Activities

445 Hoes Lane  
Piscataway, NJ 08854, USA



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# 1. Introduction

IEEE Continuing Education seeks to provide professionals in its fields of interest with original (as well as adopted and redeveloped) tools for continuing education. Accordingly IEEE Continuing Education develops and administers programs that harness the knowledge and experience of its members to develop courses, workshops and archival material for the education of practitioners. Furthermore, IEEE seeks to collect, adopt, repackage and offer relevant educational material developed outside IEEE which can be of use to practitioners. Preference is given to activities that can reach wide audiences through modern communication technology. IEEE Continuing Education provides learners who have completed successfully the study of IEEE educational modules with continuing education units (CEUs).

IEEE Continuing Education also seeks to assist other Organizational Units in development and administration of certification programs, especially programs in emerging fields which industry expresses interest in understanding and adopting.

## IEEE Continuing Education Mission

To identify and serve the educational needs of working professionals by being the resource of choice for quality educational products and services

## Scope

To assure that the continuing education materials developed by the EAB show high educational quality.

## CPEC and IEEE Continuing Education Functions

1. Continuously define educational quality.
2. Evaluate the educational quality of present and proposed continuing education materials.
3. Recommend improvements as appropriate.
4. Ensure that timely measures are taken to maintain and enhance the educational quality of the materials.
5. Manage the quality and process of dispersing [Continuing Education Units \(CEUs\)](#)

Questions & Comments:

For questions and comments regarding the IEEE Continuing Education Policy Manual, please contact:

[idesign@ieee-elearning.org](mailto:idesign@ieee-elearning.org)

or

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IEEE Educational Activities  
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## **2. IEEE Continuing Education**

Under the governance of the Educational Activities Board, IEEE Continuing Education, prepares and conducts educational programs designed to support the individual member during his professional career, with particular emphasis on continuing education and career development.

Educational activities under IEEE Continuing Education include management of CEUs, program development and design, humanitarian programs, and support of IEEE societies and councils. Along with this, IEEE Continuing Education works to support other Educational Activities groups such as pre-university guidance, accreditation of engineering curricula, professional registration and certification as needed.

### 3. Budget Cycle

The following is a general timeline of budgeting at IEEE Continuing Education. Exact dates are subject to change and this is only a sample of what a typical budget cycle may look like.

**April:** Staff prepares and electronically distributes target budgets provided by IEEE Finance Planning along with a supporting budget memo to all EAB Committee/Council Chairs. Chairs return budget with funding reductions/increases

**May:** Staff incorporates volunteer funding reductions/increases into base budget

**June:** EAB Budget as reviewed and recommended by EAB FinCom is submitted to IEEE Financial Planning staff for incorporation into the IEEE base budget

**August:** Budget is reviewed by IEEE FinCom and, if needed, base budget is refined

**September:** EAB Base budget is finalized. IEEE Finance Committee reviews and endorses.

**September – November:** The EAB FinCom Chair presents the budget to the EAB and requests approval

**Final Budget is approved by the IEEE Board of Directors, normally in November**

## **4. Continuing Education Discrimination Policy**

IEEE Continuing Education requires all program managers, instructors, and IEEE support staff to maintain the highest level of integrity and professionalism at all learning events.

IEEE prohibits discrimination, harassment and bullying against any person because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual orientation, gender identity, appearance, matriculation, political affiliation, marital status, veteran status or any other characteristic protected by law. IEEE expects that its employees, volunteers, members, and other constituents of the IEEE, when and where ever those individuals are conducting IEEE business or participating in IEEE events or activities, shall maintain an environment free of discrimination, including harassment, bullying, or retaliation.

## **5. eLearning Library Access Policy**

All purchase of eLearning Library products is available for a minimum of one year access time from date of purchase. After one year access, IEEE reserves the right to modify access as appropriate.

Individual enrollment keys and login information are non-transferable.

This policy does not apply to institutional subscribers who have defined in their contract with IEEE.

## 6. eLearning Library Subject Matter Expert Policy

All subject matter experts working with IEEE Continuing Education, must provide the following materials to begin eLearning Library course development:

- Updated course abstract (only if there have been changes since the contract was signed)
- Slide set with module content
- Audio content when appropriate
- Photo and Biography
- 10 references for further reading on the topic
- 10 Post-Test Questions and answers (please indicate correct answers)

Once materials are received, the production process is as follows:

1. Submit PowerPoint presentation for technical review by independent reviewer
2. Consideration of review by SME; final changes to tutorial content
3. Preparation of tutorial with audio
4. Alpha review of draft tutorial: SME will be asked to review this draft and make any corrections needed.
5. Tutorial revision based on review
6. Beta review: SME will have another opportunity to review the tutorial prior to final publication.



## **7. Continuing Education Disclosure Policy**

IEEE Continuing Education program managers, support staff and instructors must disclose a conflict of interest, if proprietary interest exists in any product, service, or any other materials used in the learning event and experience. If compensation has been provided by an external source, the source must be disclosed at the learning experience.

IEEE Continuing Education requires all program managers, instructors, and IEEE support staff to maintain the highest level of integrity and professionalism at all learning events. All disclosures must be made known prior to the learning event.

## 8. Intellectual Property Rights Policy

As it pertains to the development and design of Continuing Education programs, the Subject Matter Expert, hereafter SME, grants IEEE a worldwide: (1) license to use SME Content within the Learning Module, including, but not limited to, the right to modify, abridge, amend, create derivative works based upon, distribute, publish, license, exhibit, digitize, broadcast, reproduce and archive SME Content in any form and any medium, whether now known or later developed; and (2) right and permission to use, distribute, publish, exhibit, digitize, broadcast, display, reproduce and archive SME's name, picture, likeness, voice and biographical information in any form and any medium, whether now known or later developed, but solely in connection with the marketing, sale, licensing and distribution of the Learning Module.

SME acknowledges that: (1) IEEE will combine SME Content and IEEE Content within the Learning Module; and (2) as between SME and IEEE, IEEE owns all right, title and interest in the IEEE Content, Learning Module and IEEE ELearning Library platform.

IEEE acknowledges that, as between IEEE and SME, SME owns all rights, title and interest in SME Content.

During the term of this Agreement and for a period of one (1) year thereafter, SME shall not use SME Content or any material portion thereof in connection with the development, marketing, sale, licensing or distribution of any interactive online learning module that competes with the Learning Module or has substantially the same features or content as the Learning Module.

The IEEE Code of Ethics calls upon its members to "avoid injuring others, their property, reputation, or employment by false or malicious action." In addition the Software Engineering Code of Ethics (developed by the IEEE-Computer Society/ACM Joint Task Force and approved in 1998) states that software engineers have an ethical obligation to "use the property of a client or employer only in ways properly authorized, and with the client's or employer's knowledge and consent" (Principle 2.3).

## 9. Participant Feedback Policy

All courses under IEEE Educational Activities that offer CEUs must provide a feedback mechanism to gauge participant learning.

Feedback is critical to the learning process. It informs the participants of how they are progressing. Feedback may come directly from instructors, elearning course evaluations, peers, IEEE staff and informal discussions with other participants in the course.

Learning outcomes feedback to participants can be implemented in a number of different ways for live instructor-led training and online asynchronous learning.

For live instructor-led training sessions, the instructor will provide feedback in one or more of the following ways or in other ways deemed appropriate:

- Written evaluations and exercises
- Oral evaluations and exercises
- Facilitated instructor-led discussions
- Facilitated peer-to-peer discussions

For elearning, the courses will incorporate one or more of the following:

- Topic evaluations
- Exercises
- Course evaluations

## **10. CEU Participant Records Policy**

All records of participant registration, communication, and attendance of IEEE Continuing Education training that offer CEUs must be kept current and accessible. All participant records that are not currently active must be archived for a period of 7 years from date of registration as a hard copy or electronic file for future reference.

The CEU administrator and Continuing Education Product Managers will have full responsibility in maintaining all participant records including accessibility and updating.

## **11. CEU Participant Information Privacy Policy**

IEEE Continuing Education is committed to the privacy of CEU participant information via secure database management and access.

This Privacy Policy covers all identifiable information submitted to the CEU administrator or via the online learning platforms in the eLearning Library and Online Education Portal. All participant information is submitted into IEEE Continuing Education databases that are secured through password protection and access limitation. The gathered information may include participant address, phone, email, and financial information.

At times, IEEE Continuing Education may provide the opportunity for participants to voluntarily opt-in for email communication regarding upcoming IEEE Continuing Education events.

## CEU Administration Process – Live Events

STEP	ACTION
1	Subject matter expert, IEEE society member or other affiliated continuing education provider completes the application to offer Continuing Education Units.
2	CEU Administrator receives request from subject matter expert, society or other IEEE-affiliated continuing education provider
3	CEU Administrator checks application for adherence to IEEE policies.
4	<p>CEU Administrator reviews application for resource requirements pertaining to:</p> <ul style="list-style-type: none"> <li>• Location, including learning facility considerations</li> <li>• Financial and technology considerations</li> <li>• Method of presentation, assessment and evaluation</li> </ul> <p>As needed, CEU Administrator will work with subject matter expert, facility staff, technical society members and any other affiliated organizations and individuals of the course to manage all necessary resource requirements</p> <p>CEU Administrator, Society Member or Volunteer works with Conferences department as needed to determine appropriate learning venue for training</p>
5	CEU Administrator reviews application for hours of instruction and calculates CEU according to IEEE policies.
6	Course is reviewed by internal IEEE Continuing Education staff or Continuing Professional Education Committee
7	CEU Administrator notifies education provider of status of application
8	IEEE Continuing Education staff, as appropriate, review all education providers' competencies via sample review, peer-to-peer review and/or course evaluations in order to provide commentary on course development and feedback for professional development to the education provider on content and administration of the course

## CEU Administration Process – eLearning Library

STEP	ACTION
1	Subject matter expert, IEEE society member or other affiliated continuing education provider contacts eLearning Library Product Manager
2	Product Manager Continuing Education and eLearning reviews request, checks for adherence to IEEE policies by using the live event application as a reference, along with any necessary discussions with the CEU administrator, then submits project to instructional developer
3	Instructional developer works with education provider to develop course including the assessment of appropriate course resources such as: <ul style="list-style-type: none"> <li>• ebook and article references</li> <li>• discussion forums</li> <li>• email and internet access</li> <li>• virtual support via help desk or hotline</li> </ul>
4	Content is reviewed by IEEE eLearning Library Editorial Board, IEEE Continuing Education staff and technical experts before, during and after development
5	Product Manager Continuing Education and eLearning reviews course at completion for final adherence check
6	Product Manager Continuing Education and eLearning runs pilot program of course on first day with a minimal sample to calculate eLearning based CEU according to IEEE policies
7	Product Manager Continuing Education and eLearning reviews and updates all necessary technical and system requirements for participants, including proper communication of these requirements upon registration or through promotional materials online <ul style="list-style-type: none"> <li>• Review and confirm statement of system requirements on the IEEE eLearning Library website and on the Learning Management System</li> <li>• Provide participants with basic minimum system requirements as well as recommended features such as having an audio capabilities on their system</li> <li>• Provide participants with added reference of FAQs for common questions to assist with their learning experience</li> <li>• Provide participants with contact information, via a help link on the eLearning Library page, to ask further questions regarding eLearning Library courses</li> </ul>
8	IEEE Continuing Education staff, as appropriate, review all education providers' competencies via sample review, peer-to-peer review and/or course evaluations in order to provide commentary on course development and feedback for professional development to the education provider on content and administrative levels of the course