



AUBURN UNIVERSITY

Outreach

REPORTING OUTREACH ACTIVITIES AND CEU APPROVAL FAQs

Overview

The Outreach Information Technology and CEU Office maintains AU's central database for university outreach activities performed by faculty, academic departments, and centers. The [AU CEU Policy and Reporting Guidelines For Non-Credit Instruction and Outreach Activities](#) requires all outreach activities to be reported.

Some of these non-credit instructional activities offer continuing education units (CEUs) to participants. These activities are required to meet special criteria established for non-credit instruction by the Southern Association of Colleges and Schools (SACS). These activities should be submitted in advance for CEU approval through the [Outreach Activities and CEU Portal](#). After completion of the activity, upload a roster in the CEU portal which details participants receiving a CEU award. Partial credits may be awarded. The records are retained permanently by Outreach Information Technology and CEU Office. Official CEU transcripts are available to participants and may be requested, [aub.ie/ceutranscript](#).

These policies and procedures and links to the portal are available at [aub.ie/ceucertification](#).

FAQs

All outreach non-credit instructional activities are reported to the Outreach Information Technology & CEU Office. Activities are designed to award continuing Education Units (CEUs) require advanced approval. The following FAQs outline this process.

What is a CEU?

One CEU is equal to ten contact hours of participation in an organized continuing education activity under responsible sponsorship, capable direction, and qualified instruction. The CEU is an internationally recognized measure of noncredit activity which meets specific criteria. Its use at Auburn University is specified by SACS accreditation criteria and by AU academic policy. The Outreach Information Technology and CEU Office oversees these policies.

How can I apply for CEUs?

Access the Outreach Activity and CEU Portal at aub.ie/ceuform. Fill in corresponding program information. Select 'Category I' in the "program classification" section. After review by the AU CEU Officer, an approval email will be routed to the submitter. Directors may be copied on the submission but are not required to approve.

Who gets CEUs?

Only those participants who successfully complete the course of on-credit instruction provided in an activity approved to award the CEUs.

What are the advantages of offering CEU credit for my program?

CEU awards demonstrate your activity has met internationally accepted criteria for quality program development. Many individuals are required by their professions or employers to participate in annual continuing education. CEUs awarded to participants may contribute to their job advancement and fulfillment of their continuing education obligations.

Requirements for CEU award; How do I qualify?

Approved activities should be registered in advance of the event; the activity must meet the criteria outlined in the [AU CEU Policy and Reporting Guidelines For Non-Credit Instruction and Outreach Activities](#). Final approval will be given by the AU CEU officer.

How/when do I use the Outreach Activity and CEU Request Form?

Use the Outreach Activity and CEU Request form for all activities. In the "program classification" section of the form, you may designate which category of activity you are reporting. These categories are described in the [AU CEU Policy and Reporting Guidelines For Non-Credit Instruction and Outreach Activities](#). Submit the form for Outreach Activity registration in advance. An official, unique AU Outreach Activity number will be assigned and permanently registered in the official AU Non-Credit CEU database.

When should I register my course?

All activities requiring CEU approval should be registered in advance. It is beneficial to report all outreach activities in advance, however, it is understood that sometimes those programs which are not receiving CEUs may be reported after the fact.

How do I register my participants for their individual CEU awards?

If your activity is approved for CEU awards, you will receive an email reminder to upload your roster of participants that completed your activity in the [Outreach Activity and CEU portal](#). A sample roster is provided in the portal and typically contains name, address, phone, and email.

How can my participants obtain a record of their CEU awards?

As a service to your participants, an official AU Non-Credit CEU Transcript will be provided upon request. The [online ordering system for CEU transcripts](#) allows for requests of transcripts to be sent to other institutions and organizations. There is a modest fee per transcript request. The transcripts issued conform with SACS criteria and are the only official certificate provided by the University of individual participation and CEU awards. These CEU transcripts are permanent cumulative records of all approved CEU awards earned by the participant in any program offered through Auburn University for which the participant was registered.

Is there any cost to my program or department for these activity registration or CEU approval?

No. There is no charge for registering your program in the Outreach Activity database or for submitting a program for CEU approval. The Outreach Information Technology and CEU Office provides these administrative services for the university at no cost to departments. There is a modest transcript charge to individual participants who request an official continuing education transcript.

Contact Information

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