NC DIVISION OF SERVICES FOR THE BLIND POLICIES AND PROCEDURES
ADMINISTRATIVE POLICIES AND PROCEDURES

Section:	**C**
Title:	**Continuing Education and Training-CEU Office and File Procedures**
Current Effective Date:	**05/12**
Revision History:	**Issued 11/01 Revised 01/12**

DSB has two training files for Continuing Education and Training (CE/T) events: an event file and a CEU file. The event file is a generic file that all event information is kept. The CEU file is where all information connected to Continuing Education Unit (CEU) is kept.

When a CEU Certification Verification form for CE/T event is requested, the In-Service Continuing Education and Training Rehabilitation Program Specialist (program specialist) will provide the necessary information to create and complete a CEU event file and CEU Certification Verification form.

The CE/T office assistant is responsible for the following:

1. Make sure a CEU file exist on each CE/T event with the file   labeled as follows:
    a. CEU#
    b. name of event
    c. date of event
    d. city event took place

2. Each CEU file should have the following documentation in the file:
    a. copy of attendance list
    b. copy of agenda
    c. copy of presenter information
    d. original list of those that received CEU
    e. tests or evaluations presented by learners that received CEU Certification Verification form

3. CEU file number should be written: year-month-next continuous number.
    (09-01-104 for January 2009), (05-10-105 for May 2010) and (06-11-110 for June 2011)

    a. 09-01-104   Title   January 12-13, 2009
    b. 05-10-105   Title   May 3-7, 2010
    c. 06-11-110   Title   June 14-16, 2011
    CEU numbers should be continuous 100, 102, 103, 104, etc

4. Make sure an event file exist separate and apart from the CEU file. All information for event files will stay in the event file with original CEU information in the CEU file.

    The completed CEU forms for those receiving CEU will stay with the CEU file and not be in the events file.

ALL CEU FILES MUST BE KEPT FOR A PERIOD OF SEVEN (7) YEARS WITH THE IN-SERVICE CE/T EVENT FILES

A copy of the completed CEU Certification Verification form should be placed in the CEU file.

The program specialist is responsible for the following:

- CEU standards process for planning, implementing and approving an event and providing the information for the CEU file.

- necessary information needed to complete a CEU Certification Verification form after training is completed.

- forward the completed CEU Certification Verification form to the learner requesting the credits.

- ensure the following documents are placed in the CEU file:
    a. documents utilized to create, prepare, and to meet all IACET standard for the event. These documents could be different as DSB events are unique and require specialized attention
    b. once training has been completed the original tests or other approved learning demonstration completed by learners that received a CEU Certification Verification form
    c. all completed evaluation forms
    d. the evaluation summary with analysis of findings
    e. original sign in sheets for each half day of training showing all learners at the training
    f. any other documents deemed important to IACET standards for the event

If information is missing in the CEU file, contact the program specialist for compliance.