

IEEE Credentialing Program Guidelines

Continuing Education Programs
IEEE Educational Activities

445 Hoes Lane
Piscataway, NJ 08854, USA



Contents

1. Introduction	2
2. Credentialing Guidelines	3
3. Continuing Education Discrimination Policy	4
4. Content Guidelines	5
5. Instructor Qualifications for Continuing Education	6
6. Continuing Education Disclosure Policy	7
7. Participant Feedback Policy.....	8
8. CEU Participant Records Policy	9
9. CEU Participant Information Privacy Policy.....	10
10. IEEE Continuing Code of Ethics	11
11. IEEE Educational ActivitiesCEU Administration Process	12

1. Introduction

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 credentialing as needed.

IEEE Continuing Education provides learners who have completed successfully the study of IEEE approved educational modules with credentialing with continuing education units (CEUs), professional development hours (PDHs), or credentialing of participation only.

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.

IEEE Continuing Education Functions via Volunteer Committees and Staff

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 Credentialing Program Guidelines, please contact:

eab-ceuadmin@ieee.org

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2. Credentialing Guidelines

The IEEE Credentialing Program Application has been set up to ensure adherence to all credentialing guidelines. This section provides specifics on guidelines per credentialing .

Education providers seeking to provide credentialing via the IEEE Credentialing Program must adhere to the following credentialing guidelines.

Continuing Education Unit Credentialing (CEU) are offered for educational events that meet our strict CEU guidelines. At minimum CEU events must include, in addition to a fully completed IEEE Credentialing Program application, the following:

- Assessment given during the educational event
- Course evaluation completed by participants
- Post-event feedback opportunity for participants
- Course description including title, location, date, total hours of instruction, and instructor bio
- Completed credentialing request roster

Professional Development Hour Credentialing (PDH) are offered for educational events that meet our comprehensive PDH guidelines. At the minimum PDH events must include, in addition to fully complete IEEE Credentialing Program application, the following:

- Course evaluation completed by participant
- Course description including title, location, date, total hours of instruction, and instructor bio
- Completed credentialing request roster

Credentialing of Participation (CoP) are offered for educational events where the sponsor would like to acknowledge participant attendance or completion. This credentialing does not award CEUs or PDHs. At a minimum, credentialing for these events must include, in addition to a fully completed IEEE Credentialing Program application, the following:

- Course evaluation complete by participant
- Completed credentialing request roster
- Event description including title, date, and location

3. 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.

4. Content Guidelines

All topics must be within the IEEE fields of interest. In general, this means they are within the following topics:

- Engineering
- Computer Sciences and Information Technology
- Physical Sciences, Biological and Medical Sciences
- Mathematics
- Technical Communications
- Education
- Management
- Law and Policy.

Additionally, if your education topic falls into any of the IEEE Society and Council categories on these pages, then it is appropriate.

http://www.ieee.org/membership_services/membership/societies/index.html

http://www.ieee.org/societies_communities/societies/about_technical_councils.html

5. Instructor Qualifications for Continuing Education

There are four situations where the appropriateness of instructor qualifications is examined. They are:

1. When approving IEEE sponsored (or co-sponsored) experiences for CEUs or PDHs
2. When approving non-IEEE sponsored experiences for CEUs or PDHs
3. When evaluating academic institutions to become an approved IEEE continuing education provider
4. When evaluating non-academic institutions to become an approved IEEE continuing education provider

The standards for all four are similar, but the emphasis is necessarily different for each. When approving IEEE sponsored experiences for CEUs or PDHs, the burden falls primarily on the sponsoring OU to ensure that the instructor is qualified by background, education and experience.

When approving non-IEEE sponsored experiences, the Educational Activities staff and Continuing Education committee will examine the instructor qualifications in the light of the topic being taught. The instructor should have appropriate educational qualifications, normally a degree in engineering or related discipline or equivalent from a regionally and professionally (e.g. ABET) accredited institution at a level commensurate with the level of the assumed student audience. He or she should also be a recognized expert (by reason of practice or education) for the specific topic under consideration.

When evaluating academic institutions for the Continuing Education Partners program, the institution must have appropriate regional and professional accreditation. The accreditation process will have subjected the faculty to the necessary scrutiny to ensure the proper level of rigor and quality.

When evaluating non-academic institutions for the Continuing Education Partners program, approved instructors must meet the following criteria to the satisfaction of the EAD staff and the appropriate member committees. The competence of the instructor may be judged by such factors as education, background, engineering experience, teaching effectiveness and experience, ability to communicate, level of scholarship, participation in professional societies, and licensure as Professional Engineers. Special cases will be considered as necessary where the instructor may lack such qualifications but is recognized as an expert in the particular topic.

6. Continuing Education Disclosure Policy

IEEE Continuing Education program managers, internal and external education providers, 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.

7. 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

8. 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 Director of Continuing Education will have full responsibility in maintaining all participant records including accessibility and updating.

9. 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, Online Education Portal, and application process. 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.

10. IEEE Continuing Code of Ethics

All sponsors, learning events, and participants in IEEE Continuing Education agree to abide by the IEEE Code of Ethics, available online at www.ieee.org/about/corporate/governance/p7-8.html. Failure to comply will result in ineligibility to participate in the IEEE Credentialing Program.

11. IEEE Educational Activities CEU Administration Process

STEP	ACTION
1	Non-IEEE institution completes the provider application to become an approved IEEE continuing education provider. http://bit.ly/IEEECEProvider
2	IEEE Credentialing Program Administrator receives application from Non-IEEE institution
3	IEEE Credentialing Program Administrator reviews application for missing information before emailing application to Educational Activities committee for review
4	Educational Activities committee provides decision to IEEE Credentialing Program Administrator
5	IEEE Credentialing Program Administrator notifies Non-IEEE Institution with status of application and next steps
6	Subject matter expert, IEEE society member or other affiliated continuing education provider completes the application to offer an IEEE Credential. https://ieee-ea.secure-platform.com/a/organizations/main/home
7	IEEE Credentialing Program Administrator receives request from subject matter expert, society or other IEEE-affiliated continuing education provider
8	IEEE Credentialing Program Administrator checks application for adherence to IEEE guidelines
9	<p>IEEE Credentialing Program Administrator reviews application for requirements pertaining to:</p> <ul style="list-style-type: none"> • Objectives • Agenda/schedule • Location, including learning facility considerations • Instructor(s) biography • Hours of instruction and calculates CEU according to IEEE policies • Verify method of presentation, assessment and evaluation <p>As needed, IEEE Credentialing Program 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 requirements</p>
10	Course is reviewed by internal IEEE Credentialing Program Administrator or Continuing Professional Education Committee
11	IEEE Credentialing Program Administrator notifies education provider of status of application
12	After the completion of the learning event, IEEE Credentialing Program Administrator, reviews all education providers' competencies via 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