



Procedure: Calculations and Eligibility for Awarding CE/CEUs

Training

Purpose:

To establish a consistent and accurate process to calculate the number of Continuing Education Units (CEUs) and Continuing Education (CE) for each learning program.

Scope:

Any employee receiving training whose certification/license requires CE's or CEU's.

Definitions:

- Continuing Education – CE
- Continuing Education Units – CEU

Guidelines:

Illinois Department of Financial and Professional Regulation (IDFPR)

Lawrence Hall is authorized by the Illinois Department of Financial and Professional Regulation (IDFPR) to award Continuing Education (CE) to Licensed Social Workers (LSW), Licensed Clinical Social Workers (LCSW), Licensed Professional Counselors (LPC), and Licensed Clinical Professional Counselors (LCPC) (License Number 197.010518) and Psychologists (License Number 268-000073).

As a CE Sponsor, Lawrence Hall, upon request by the IDFPR, will submit such evidence as is necessary to establish compliance with the requirements of *68 Ill. Adm. Code, Section 1470.95*; and 12. That this sponsor is aware that failure to comply with the Rules of the Department of Financial and Professional Regulation (*68 Ill. Adm. Code, Section 1470.95*) may result in disapproval of this sponsor by the Department.

Entities who are approved by the Department as a Social Work Continuing Education Sponsor, in accordance with the rules for the administration of Clinical Social Work and Social Work Practice Act, need not apply for a license as an approved provider of CE for Professional Counselors and Clinical Professional Counselors.

IDFPR CE calculation
1 Contact hour = 1.0 CE

International Accreditors of Continuing Education and Training (IACET)

Lawrence Hall is accredited by the International Accreditors for Continuing Education and Training (IACET). Lawrence Hall complies with the ANSI/IACET Standard, which is recognized internationally as a standard of excellence in instructional practices. As a result of this accreditation, Lawrence Hall is authorized to issue the IACET CEU. (License Number 1307425).

IACET CEU calculation (Classroom)
Add up all allowable contact minutes, divide contact minutes by 60, and divide contact hours by 10 (CEU written in tenths).

IACET CEU calculation (Distance Learning/Self-Paced Course)



Add up all allowable contact minutes; divide minutes by the number of students, divide number of minutes by 60, divide contact hours by 10 (CEU written in tenths)

The Vice President of Staff Development and Training will review all courses to ensure that they meet the guidelines for credit. A form titled, "*CE/CEU Tracking Form for Classroom Courses*" will be utilized for each course that qualifies under the IACET and IDFPR guidelines.

ELIGIBILITY

To be eligible for CE/CEU credits, the following criteria must be met:

- Attendance for the entire training event, the learner is required to sign in and sign out; partial credit is not provided for any agency-sponsored learning events
- Successful completion of the Documentation of Training Form
- Successful completion of the session evaluation (evaluations will list objectives and questions which must be answered).
- If applicable, successful completion of a pre/post-test, or assigned activities required as a part of assessing learning outcomes (i.e. role plays, participation in experiential exercises, etc.)
- In the case of IDFPR, the learner must meet the criteria of being licensed as a Social Worker (LSW, LCSW, LPC, LCPC) or Psychologist, to receive CEs. For those who do not hold licensure, the learner may qualify for participation hours.
- For learners who meet the satisfactory requirements above, a certificate of completion will be issued and entered into the agency SharePoint LMS system for tracking. Supervisors will be notified.
- For learners who fail to meet the requirements for satisfactory completion of the learning event, he/she will be contacted by the Vice President of Staff Development and Training, via phone and/or electronic correspondence providing information on this status with full explanation. A certificate of completion will not be issued, and credit will not reflect in the SharePoint LMS system. Supervisors will be notified.

References:

- *Illinois Department of Financial and Professional Regulation (IDFPR): License Number 159-001028 & 268-000073*
- *IDFPR (68 Ill. Adm. Code, Section 1470.95)*
- *International Accreditors for Continuing Education and Training (IACET): License Number 1307425*

Appendices:

- *CE/CEU Tracking Form for Classroom Courses*

Approvals:

Implemented:	<u>9/26/2017</u>	Authorizer/Title:	<u>CEO</u>
Revised:	<u>1/1/2026</u>	Reviewer/Title:	<u>Debbie Podmore, VP of Staff Development and Training</u>



Relevant Party/Committee:	NA	Date:	Enter Date
	NA		Enter Date