

The Office of Public Service (OPS) maintains AU's central database for university outreach activities performed by faculty, academic departments and centers. University academic policy requires all outreach activities to be reported to OPS.

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 must be submitted to OPS in advance for CEU approval. A record of each participant receiving a CEU award must be sent to OPS after the completion of the activity. The records are retained permanently by OPS and official CEU transcripts are available to participants.

These policies and procedures, and the reporting forms are available on the website www.auburn.edu/outreach/ceuforms or by contacting OPS at 844-4730.



AUBURN
UNIVERSITY OUTREACH

REPORTING OUTREACH ACTIVITIES AND CEU APPROVAL

Frequently Asked Questions

(FAQs)

**Office of Public Service
201 O.D. Smith Hall
Auburn, Alabama 36849
Phone: (334) 844-4730 Fax: (334) 844-4731
www.auburn.edu/outreach**

FAQs

All outreach non-credit instructional activities are reported to the Office of Public Service (OPS). Activities 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. OPS oversees these policies.

How can I apply for CEUs?

Retrieve the Outreach Activity form from the website <http://www.auburn.edu/outreach/ceuforms>. Fill in corresponding program information. Select "Category I" in the "program classification" section, submit the required supporting documentation, obtain required approval, and submit the Outreach Activity form to OPS.

Who gets CEUs?

Only those participants who successfully complete the course of non-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 must be registered with OPS in advance of the event; it must meet the criteria outlined in the "CEU Policy and Outreach Reporting Guidelines" (see website <http://www.auburn.edu/outreach/ceuforms>). Final authorization will be made by the director of OPS who is the university CEU officer.

Who is my outreach representative?

Outreach representatives assist faculty in the reporting of outreach activity and the CEU review process. These are designated by each school and college. Faculty may contact OPS for assistance. A list of these individuals is available at the website <http://www.auburn.edu/outreach/college.html>

Where do I get forms and information?

A (.pdf) web version, of the outreach activity reporting form is on the website www.auburn.edu/outreach/ceuforms. The activity reporting procedure is outlined in the manual which is also available at the website. You can request a hardcopy of these publications by contacting OPS at 844-4730.

How/when do I use the Activity Record forms?

Use the Outreach activity record form for all activities. With the (.pdf) web version, you can enter your information on screen and then print out the completed form for submission. In the "program classification" section of the form, you may designate which category of activity you are reporting. These categories are described in the "CEU Policy and Outreach Reporting Guidelines" publication and on the website. Submit the form for outreach activity registration in advance. OPS will assign your program an official AU outreach activity number which will be permanently registered in the university outreach database.

When should I register my course?

Preferably in advance, so OPS may include your information on its website calendar of outreach activities. All activities requiring CEU approval must be registered in advance.

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

If your activity is approved for CEU awards, OPS will supply you with Auburn University CEU registration cards for your participants to complete, upon request. The program contact or sponsor will return the completed cards to OPS, which will register the individuals in a permanent CEU database. OPS also accepts class attendance rosters of the program activity provided these contain the same critical personal information such as name, address, I.D. number, phone, email, etc. for each participant.

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

As a service to your participants, OPS will provide them an official transcript of their CEU record upon request for a modest fee. The transcripts issued by OPS 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. OPS 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 from OPS.

For more information,
contact OPS at 844-4730 or
outreach@auburn.edu .

<http://www.auburn.edu/outreach/ceuforms>