



MICHIGAN STATE  
UNIVERSITY

AACRAO 2005 Annual Meeting

**The Online CEU  
(Continuing Education Units)  
Course System:  
How to go paperless**

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# Intro to CEUs

## The Continuing Education Unit (CEU)

- One CEU represents **ten** (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction
- Created by a national task force (1960s)
- Granted by a large number of colleges and universities
- Can be certified by the International Association for Continuing Education and Training (IACET)



# History of CEUs at MSU

## "The Paper Process"

- Three page paper application
- Approval required
  - Instructor
  - Department chair
  - Associate Dean for Lifelong Education
- In 1972, an entire office was created to promote, evaluate and process CEUs.
- In the 1990's that office was eliminated and CEUs were incorporated into University Outreach where a staff of 7 part time and full time employees processed CEUs.
- Participants paid \$2.00 for a CEU "Transcript"



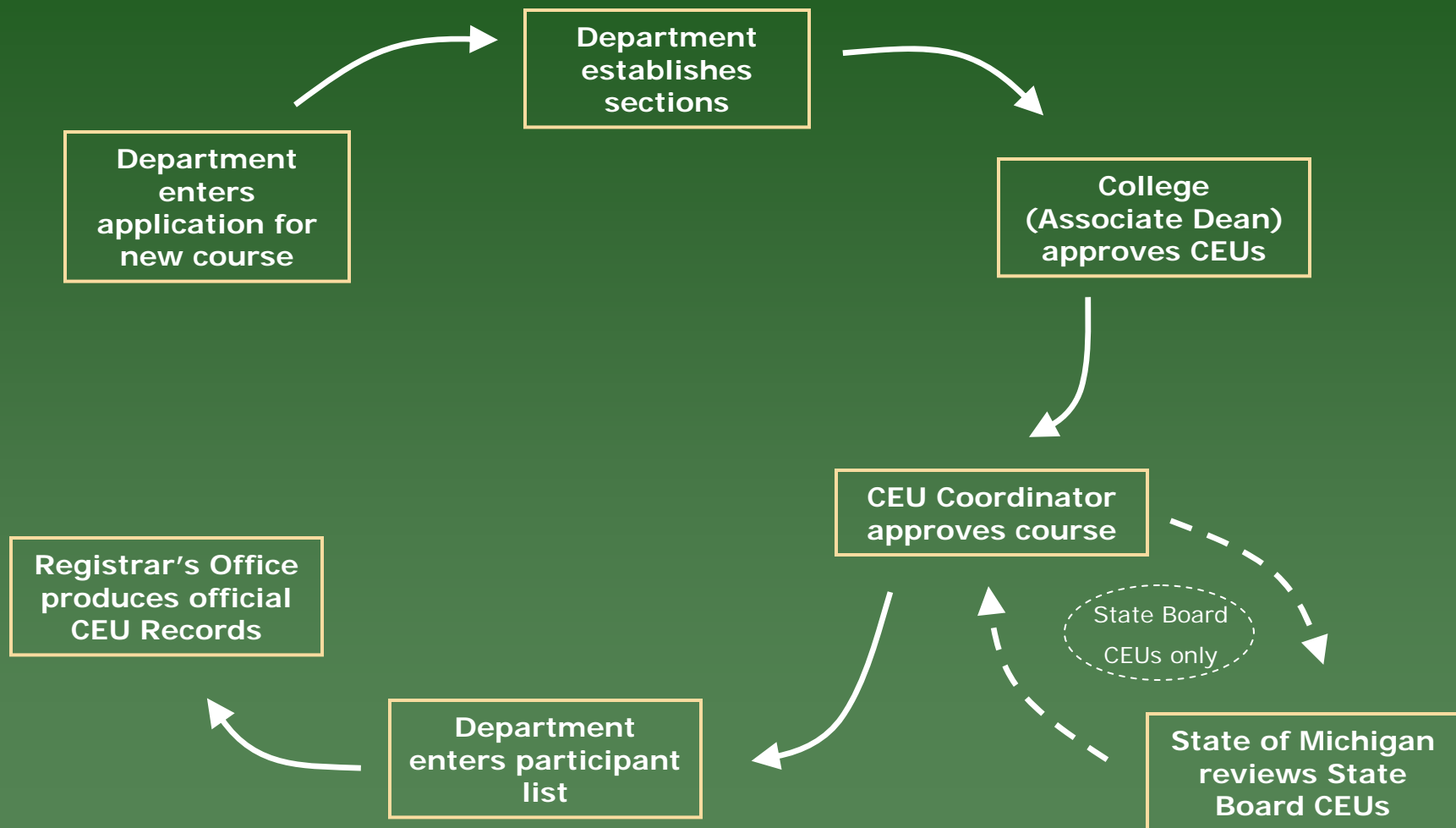
# Today: CEUs at MSU

## "The Paperless Process"

- Relocated to the Office of the Registrar – July 2001
- New online system developed
- System access granted by College Security Administrators in Online Security System
- Electronic submission, routing, and approval of CEU programs
- Records retained in secure system, daily backups
- No charge for participant records



# CEU Lifecycle





# On the Web...

## Office of the Registrar Home Page

Authorized users enter the system through a link under "Faculty/Staff" on the home page.

*Office of the Registrar*

**MICHIGAN STATE UNIVERSITY**

[MSU Home Page](#)      [Admissions](#)      [Financial Aid](#)



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**General Information**  
 Enrollment/Term End Reports  
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**Calendars**  
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 Final Exam Schedule  
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**Summer Enrollment Begins Monday, March 14, 2005**  
**Enrollment hours expanded to 8am - 8pm everyday**  
**Fall 2005/Spring 2006 Notice To All Students**  
**Celebrating 150 Years: Michigan State University's Sesquicentennial**





# The CEU System

## Welcome and Guidelines

### Welcome to the Michigan State University Continuing Education Unit (CEU) Course System

For access to this system, please contact your [College Security Administrator](#)

The Continuing Education Unit(CEU) was created by a national task force. CEUs are granted by a large number of colleges and universities and are certified by the International Association for Continuing Education and Training (IACET).

The growth of noncredit instructional programming in institutions of higher education is well recognized. Employers, professional associations, and others are increasingly noting noncredit learning in appraising the personal and occupational growth of an individual. This need to make comparisons and transfer records of noncredit learning caused the formation of a national task force on the Continuing Education Unit which created a uniform unit of measure, the Continuing Education Unit (CEU).

One Continuing Education Unit represents **ten (10)** contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

The approval of Continuing Education Units Applications, records processing and general administration is handled through the Registrar's Office. Sandra Buike Phillips, PhD (Coordinator of SummerStudy and Lifelong Education Student Affairs) serves as coordinator of Continuing Education Units (sbuike@msu.edu or by telephone 432-0740) and makes the determination of CEU awards for programs.

[Enter the CEU Course System](#)

[Read the complete guide to applying for CEUs online](#)

#### MICHIGAN STATE UNIVERSITY

#### CONTINUING EDUCATION UNITS (CEUs)

#### A Guide to Applying for CEUs Online

Angie Penner, CEU Record Processor  
150 Administration Building  
East Lansing, MI 48824-0210  
(517) 432-3959 or [pennera@msu.edu](mailto:pennera@msu.edu)

Dr. Sandra Buike Phillips, CEU Coordinator  
150 Administration Building  
East Lansing, MI 48824-0210  
(517) 432-0740 or [sbuike@msu.edu](mailto:sbuike@msu.edu)

#### Background

The Continuing Education Unit (CEU) was created by a national task force. CEUs are granted by a large number of colleges and universities. The International Association for Continuing Education and Training (IACET) provides compliance guidelines and certification of CEU programs. MSU follows the CEU guidelines developed by IACET in awarding CEUs.

The growth of noncredit instructional programming in institutions of higher education is well recognized. Employers, professional associations, and others are increasingly noting noncredit learning in appraising the personal and occupational growth of an individual. This need to make comparisons and transfer records of noncredit learning caused the formation of a national task force on the Continuing Education Unit which created a uniform unit of measure, the Continuing Education Unit (CEU).

One Continuing Education Unit represents----**Ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.**

Continuing Education Units have been awarded to MSU non-credit course offerings since 1972. Since that time, course and individual records have been collected. The current database includes records for 2,750 courses, 5,1120 sections, 58,000 participants, and 114,300 participant records. In the first ten years of operation, CEUs were awarded to programs from the Colleges of Education, Human Ecology, Human Medicine, Nursing, Osteopathic Medicine, Social Science and Veterinary Medicine.

The Colleges of Human Medicine, Osteopathic Medicine, Nursing and Veterinary Medicine apply for CEUs exclusively through their respective professional organizations. MSU CEUs and/or MI State Board of Education CEUs are awarded routinely to programs serving:

Educators, childcare workers and administrators, criminal justice and Hazmat professionals, social workers, psychologists, waste water management professionals, electricians, plumbers and corporate staff through company sponsored training programs.

#### MSU General Administrative Information and Application Guidelines

1. The final determination of CEU awards for programs, records processing and record storage, and general administration of Continuing Education Units (CEUs) is handled through the Office of the Registrar.
2. Dr. Sandra Buike Phillips, Coordinator of SummerStudy and Lifelong Education Student Affairs, serves as coordinator of Continuing Education Units. She can be contacted by email at [sbuike@msu.edu](mailto:sbuike@msu.edu) or by telephone at 432-0740.



# The CEU System

Secure Login  
With MSUNet ID  
and password

Access granted by  
College Security  
Administrators  
in Online  
Security System

*Office of the Registrar*

MSU Home Site Map Contact Us Search

Authentication Required

Please enter your MSUNet ID and password in the boxes below. Your MSUNet ID is all the characters before the "@" of your MSU email address.

If you cannot remember your MSUNet ID and/or password, visit the [MSUNet ID Account Request and Password Reset Information](#) page for information and instructions.

If you experience login problems, please read about [common login problems](#).  
If you are still having problems, please contact the Administrative Information Services (AIS) Help Desk at (517) 353-4420 ext 311.

NOTE: In order to use this application your browser must accept cookies.

Please do not bookmark this page.

|                |                                      |
|----------------|--------------------------------------|
| MSU NetID:     | <input type="text"/>                 |
| Password:      | <input type="password"/>             |
| Authenticator: | <input type="text" value="MSU Net"/> |

Please supply your MSU NetID such as: **neufeld1**












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# The CEU System

## College/Department Main Menu

| Spartan Administrator, Social Science   |  |                         | <a href="#">CEU Archives</a><br><a href="#">Instructions</a>                          |
|---|--|-------------------------|---|
| <b>CEU Courses Waiting for Approval</b><br>To review a course for approval, click the  next to a course. |  |                         |   |
| Course Number   | Activity Title   | Original Date Requested | Status  |
| 8523  | NMCPFC FOUNDATIONS OF EFFECTIVE LEADERSHIP: SUCCESS IN SUPERVISION | 1/20/2005               |    |
| <b>CEU Courses</b><br>To add/edit sections and/or submit participants, click the  next to a course.      |  |                         |   |
| Course Number   | Activity Title   | Original Date Requested | <input type="button" value="Add Course"/>   |
| 8523  | NMCPFC FOUNDATIONS OF EFFECTIVE LEADERSHIP: SUCCESS IN SUPERVISION | 1/20/2005               |  |
| 8522  | Serving Crime Victims with a Physical and/or Cognitive Disability  | 1/17/2005               |  |
| 8519  | 9th Annual Play Therapy Conference                                 | 12/28/2004              |  |
| 8518SB  | 9th Annual Play Therapy Conference                                 | 12/28/2004              |  |
| 8517  | Oppositional Defiant Disorder, Conduct Disorder & Bullying         | 12/20/2004              |  |
| 8466  | Compassion Fatigue/Vicarious Traumatization                        | 8/13/2004               | Course Denied   |
| 8453  | Incipient Fire Fighting Basic (IF2)                                | 8/9/2004                |  |
| 8452  | Building on the Basics   | 8/3/2004                |  |
| 8451  | The Bully, The Bullied, and the Bystander                          | 7/20/2004               |  |

- List of courses waiting for approval
- New Course Request
- List of Current Courses



# The CEU System

## New Course Request

- State Board (SB) or MSU CEUs
- Course Title, Description, Hours, etc.

|   |                           |
|---|---------------------------|
| Spartan Administrator, Social Science                         | Return to List of Courses |
| <b>CEU Course Information</b>                                 |                           |
| <b>Are you requesting a State Board Sponsored CEU?</b>        |                           |
| <input type="radio"/> Yes <input checked="" type="radio"/> No |                           |
| <input type="button" value="Next→"/>                          |                           |

### State Board CEU

|   |  |                           |                      |
|---|--|---------------------------|----------------------|
| Spartan Administrator, Social Science   |  | Return to List of Courses |                      |
| <b>SB CEU Course Information</b>  |  |                           |                      |
| Activity Title  |  |                           |                      |
| <input type="text"/>  |  |                           |                      |
| Activity Description<br><small>This is a short description that will appear on the official record.</small>   |  |                           |                      |
| <input type="text"/>  |  |                           |                      |
| No. of Instructional Hours  |  | No. of CEUs Requested     |                      |
| <input type="text"/>  |  | <input type="text"/>      |                      |
| Target Audience:(check all that apply) <input type="checkbox"/> Teachers <input type="checkbox"/> Administrators <input type="checkbox"/> School Psychologists  |  |                           |                      |
| Needs Assessment:Required to determine need for training. Representatives of target training group should be involved in the planning process. Check at least one of the assessment methods used:   |  |                           |                      |
| <input type="checkbox"/> Survey <input type="checkbox"/> Ad Hoc Committee <input type="checkbox"/> Planning Committee <input type="checkbox"/> Other (describe below)   |  |                           |                      |
| <input type="text"/>  |  |                           |                      |
| Month and Year when Assessment was conducted (format "MMYY" e.g. 0701): <input type="text"/>  |  |                           |                      |
| Conference?<br><input type="radio"/> Yes <input type="radio"/> No   | Also Offered for College Credit?<br><input type="radio"/> Yes <input type="radio"/> No | Program Descriptors       |                      |
| <input type="text"/>  |  | <input type="text"/>      |                      |
| Overall Goal/Objective of Program<br><small>Include 3-5 sentence statement.</small>   |  |                           |                      |
| <input type="text"/>  |  |                           |                      |
| Specific Learning Outcomes for Participants<br><small>Include 3-5 sentence statement.</small>   |  |                           |                      |
| <input type="text"/>  |  |                           |                      |
| Program Agenda<br><small>The agenda should show precise hour-by-hour activities so that instructional (contact) hours may be verified. Training sessions longer than two and a half hours must include a 15 minute break. Welcome, breaks, and meal times are not included in the contact hours. Describe other aspects of the training such as methodologies, instructional aids, learning materials, etc. to identify the specific training proposed. Please send/email the agenda to Dr. Sandra Buike Phillips, Coordinator of CEUs, 160 Administration Building (sbuike@msu.edu).</small> |  |                           |                      |
| MAU   | Department   | Dept Code                 | Account              |
| <input type="text"/>  | <input type="text"/>   | <input type="text"/>      | <input type="text"/> |
| To send an email notice of a CEU Course waiting for approval, select someone from the drop-down box below.  |  |                           |                      |
| <input type="text"/>  |  |                           |                      |
| <input type="button" value="Submit Course"/>  |  |                           |                      |



# The CEU System

## MSU CEU

|   |   |   |                                      |
|---|---|---|--------------------------------------|
| Spartan Administrator, Social Science   |   | <a href="#">Return to List of Courses</a> |                                      |
| <b>MSU CEU Course Information</b>   |   |   |                                      |
| <b>Activity Title</b>   |   |   |                                      |
| <input type="text" value="Incipient Fire Fighting Basic (IF2)"/>  |   |   |                                      |
| <b>Activity Description</b><br><small>This is a short description that will appear on the official record.</small>  |   |   |                                      |
| <input type="text" value="This course will provide participants with the knowledge and skills required to control incipient fires using portable fire extinguishers and low-volume hoses. During the program, participants will extinguish 4 to 6 fires"/>  |   |   |                                      |
| <b>No. of Instructional Hours</b>   |   | <b>No. of CEUs Requested</b>              |                                      |
| <input type="text" value="24"/>   |   | <input type="text" value="2.4"/>          |                                      |
| <b>Target Audience</b>  |   |   |                                      |
| <input type="text" value="ERT members, fire protection officers, security guards, and security supervisors."/>  |   |   |                                      |
| <b>Overall Goal/Objective of Program</b><br><small>Include 3-5 sentence statement.</small>  |   |   |                                      |
| <input type="text" value="This program will give the participants knowledge in the area of Basic Incipient Fire Fighting."/>  |   |   |                                      |
| <b>Specific Learning Outcomes for Participants</b><br><small>Include 3-5 sentence statement.</small>  |   |   |                                      |
| <input type="text" value="Participants will be able to enhance knowledge and skills required to control incipient fires using portable fire extinguishers and low volume hoses. Participants will also be involved in a live fire simulator exercise."/>  |   |   |                                      |
| <b>Program Agenda</b><br><small>The agenda should show precise hour-by-hour activities so that instructional (contact) hours may be verified. Training sessions longer than two and a half hours must include a 15 minute break. Welcome, breaks, and meal times are not included in the contact hours. Describe other aspects of the training such as methodologies, instructional aids, learning materials, etc. to identify the specific training proposed. Please send/email the agenda to Dr. Sandra Buike Phillips, Coordinator of CEUs, 160 Administration Building (sbuik@msu.edu).</small> |   |   |                                      |
| <b>MAU</b>  | <b>Department</b>                             | <b>Dept Code</b>                          | <b>Account</b>                       |
| <input type="text" value="38"/>   | <input type="text" value="Criminal Justice"/> | <input type="text" value="206"/>          | <input type="text" value="22-2222"/> |
| <b>To send an email notice of a CEU Course waiting for approval, select someone from the drop-down box below.</b>   |   |   |                                      |
| <input type="text" value="Spartan Administrator"/>  |   |   |                                      |
| <input type="button" value="Submit Course"/>  |   |   |                                      |

## New Course Request

- Department Administrator completes course information
- Email sent to specific college approver

|  |  |
|--|--|
| Spartan Administrator, Social Science  |  |
| <b>MSU CEU Course Information</b>  |  |
| Thank you - your request has been submitted for approval. Email notice sent. |  |
| <a href="#">Proceed to establish sections for this course.</a>               |  |
| <a href="#">Return to list of courses</a>                                    |  |



# The CEU System

## Course Details

- Add/View Sections
- CEU Approval Status

| Spartan Administrator, Social Science   |                                     | <a href="#">Return to List of Courses</a><br><a href="#">Add/View Sections</a> |         |
|---|-------------------------------------|--|---------|
| MSU CEU Course Information  |                                     |  |         |
| Course Number   | Activity Title                      | Original Date Requested  |         |
| 8528  | Incipient Fire Fighting Basic (IF2) | 2/8/2005   |         |
| Activity Description  |                                     |  |         |
| This course will provide participants with the knowledge and skills required to control incipient fires using portable fire extinguishers and low-volume hoses. During the program, participants will extinguish 4 to 6 fires generated by a propane-fueled simulator.  |                                     |  |         |
| No. of Instructional Hours  |                                     | No. of CEUs Requested  |         |
| 24  |                                     | 2.4  |         |
| Target Audience   |                                     |  |         |
| ERT members, fire protection officers, security guards, and security supervisors.   |                                     |  |         |
| Overall Goal/Objective of Program<br>Include 3-5 sentence statement.  |                                     |  |         |
| This program will give the participants knowledge in the area of Basic Incipient Fire Fighting.   |                                     |  |         |
| Specific Learning Outcomes for Participants<br>Include 3-5 sentence statement.  |                                     |  |         |
| Participants will be able to enhance knowledge and skills required to control incipient fires using portable fire extinguishers and low volume hoses. Participants will also be involved in a live fire simulator exercise.   |                                     |  |         |
| Program Agenda  |                                     |  |         |
| The agenda should show precise hour-by-hour activities so that instructional (contact) hours may be verified. Training sessions longer than two and a half hours must include a 15 minute break. Welcome, breaks, and meal times are not included in the contact hours. Describe other aspects of the training such as methodologies, instructional aids, learning materials, etc. to identify the specific training proposed. <b>Please send/email the agenda to Dr. Sandra Buike Phillips, Coordinator of CEUs, 160 Administration Building (sbuike@msu.edu).</b> |                                     |  |         |
| MAU   | Department                          | Dept Code  | Account |
| 38  | Criminal Justice                    | 206  | 22-2222 |
| Course Initiation   |                                     |  |         |
| Spartan Administrator ( <a href="mailto:schuett1@msu.edu">schuett1@msu.edu</a> ), Social Science  |                                     |  |         |
| Course Approval   |                                     | No. of CEUs Approved   |         |
| Waiting for College Approval  |                                     | Waiting for CEU Approval   |         |



# The CEU System

## Section Details

- Add Multiple Sections

| Sparty Administrator, Social Science   |  | <a href="#">Return to List of Courses</a><br><a href="#">Return to Course Page</a><br><a href="#">Return to Section Detail</a> |  |
|--|--|--|--|
| MSU CEU Course Information   |  |  |  |
| Course Number  | ActivityTitle  | Section Number   |  |
| 8528   | Incipient Fire Fighting Basic (IF2)  | New Section  |  |
| Activity Description   |  |  |  |
| This course will provide participants with the knowledge and skills required to control incipient fires using portable fire extinguishers and low-volume hoses. During the program, participants will extinguish 4 to 6 fires generated by a propane-fueled simulator. |  |  |  |
| Course Initiation  |  |  |  |
| Sparty Administrator ( <a href="mailto:schuett1@msu.edu">schuett1@msu.edu</a> ), Social Science  |  |  |  |
| Course Approval  |  | No. of CEUs Approved   |  |
| Waiting for College Approval<br>Waiting for CEU Approval   |  |  |  |
| Enter New Section Information  |  |  |  |
| <b>Start Date</b><br>(mm/dd/yy)<br>4/1/05<br><br><b>End Date</b><br>(mm/dd/yy)<br>4/3/05   | <b>Specify Daily meeting dates and times</b><br>(e.g.: 1/1/01: 8-5<br>1/2/01: 8-12)<br>4/1/05: 7-3:30p<br>4/2/05: 7-3:30p<br>4/3/05: 7-3:30p | <b>County Name</b><br>Ingham<br>City<br>Lansing<br>Building<br>Fire Dept   | <b>No. of Presenters</b><br>2<br><b>Presenter Names:</b><br>Joe Fireman<br>Steve Water |
| Submit New Section   |  | Clear Form   |  |

| Sparty Administrator, Social Science  |                                     | <a href="#">Return to List of Courses</a><br><a href="#">Return to Course Page</a> |                                |                                   |   |
|---|-------------------------------------|--|--------------------------------|-----------------------------------|---|
| MSU CEU Course Information  |                                     |  |                                |                                   |   |
| Number  | ActivityTitle                       | Original Date Requested  |                                |                                   |   |
|   | Incipient Fire Fighting Basic (IF2) | 2/8/2005   |                                |                                   |   |
| Activity Description  |                                     |  |                                |                                   |   |
| Provide participants with the knowledge and skills required to control incipient fires using extinguishers and low-volume hoses. During the program, participants will extinguish 4 to 6 fires generated by a propane-fueled simulator. |                                     |  |                                |                                   |   |
| Course Initiation   |                                     |  |                                |                                   |   |
| Sparty Administrator ( <a href="mailto:schuett1@msu.edu">schuett1@msu.edu</a> ), Social Science   |                                     |  |                                |                                   |   |
| Course Approval   |                                     | No. of CEUs Approved   |                                |                                   |   |
| Waiting for College Approval<br>Waiting for CEU Approval  |                                     |  |                                |                                   |   |
| Section Detail  |                                     |  |                                |                                   |   |
| Section Number  | Start Date - End Date               | Specify Daily meeting dates and times  | County City Building           | No. of Presenters Presenter Names | Add Section   |
| 001   | 4/1/2005 - 4/3/2005                 | 4/1/05: 7-3:30p<br>4/2/05: 7-3:30p<br>4/3/05: 7-3:30p                              | Ingham<br>Lansing<br>Fire Dept | 2<br>Joe Fireman<br>Steve Water   | <input type="button" value="E"/> <input type="button" value="X"/><br><a href="#">Participant List</a> |
| 002   | 4/5/2005 - 4/7/2005                 | 4/5/05: 7-3:30p<br>4/6/05: 7-3:30p<br>4/7/05: 7-3:30p                              | Ingham<br>Lansing<br>Fire Dept | 2<br>Joe Fireman<br>Steve Water   | <input type="button" value="E"/> <input type="button" value="X"/><br><a href="#">Participant List</a> |



# The CEU System

## Associate Dean Approval

| MSU CEU Course Information  |                                     |                         |         |
|---|-------------------------------------|-------------------------|---------|
| Course Number   | Activity Title                      | Original Date Requested |         |
| 8528  | Incipient Fire Fighting Basic (IF2) | 2/8/2005                |         |
| Activity Description  |                                     |                         |         |
| This course will provide participants with the knowledge and skills required to control incipient fires using portable fire extinguishers and low-volume hoses. During the program, participants will extinguish 4 to 6 fires generated by a propane-fueled simulator.  |                                     |                         |         |
| No. of Instructional Hours  |                                     | No. of CEUs Requested   |         |
| 24  |                                     | 2.4                     |         |
| Target Audience   |                                     |                         |         |
| ERT members, fire protection officers, security guards, and security supervisors.   |                                     |                         |         |
| Overall Goal/Objective of Program<br>Include 3-5 sentence statement.  |                                     |                         |         |
| This program will give the participants knowledge in the area of Basic Incipient Fire Fighting.   |                                     |                         |         |
| Specific Learning Outcomes for Participants<br>Include 3-5 sentence statement.  |                                     |                         |         |
| Participants will be able to enhance knowledge and skills required to control incipient fires using portable fire extinguishers and low volume hoses. Participants will also be involved in a live fire simulator exercise.   |                                     |                         |         |
| Program Agenda  |                                     |                         |         |
| The agenda should show precise hour-by-hour activities so that instructional (contact) hours may be verified. Training sessions longer than two and a half hours must include a 15 minute break. Welcome, breaks, and meal times are not included in the contact hours. Describe other aspects of the training such as methodologies, instructional aids, learning materials, etc. to identify the specific training proposed. <b>Please send/email the agenda to Dr. Sandra Buike Phillips, Coordinator of CEUs, 160 Administration Building (sbuike@msu.edu).</b> |                                     |                         |         |
| MAU   | Department                          | Dept Code               | Account |
| 38  | Criminal Justice                    | 206                     | 22-2222 |
| Course Initiation   |                                     |                         |         |
| Sparty Administrator ( <a href="mailto:schuett1@msu.edu">schuett1@msu.edu</a> ), Social Science   |                                     |                         |         |
| Course Approved?  |                                     |                         |         |
| <input checked="" type="radio"/> Yes <input type="radio"/> No   |                                     |                         |         |
| <input type="button" value="Submit Approval Decision"/>   |                                     |                         |         |

| CEU Course Information                       |
|--|
| Thank you - your decision has been recorded. |
| <a href="#">Click here to proceed...</a>     |



# The CEU System

## CEU Coordinator Approval & Status

Courses waiting for review

Waiting for State Board review

### Outstanding Processes

- Waiting for Record Processing
- Past Due Participant Lists
- Waiting for Associate Dean Review

Jane Ceuadministrator, RO

[RO Processing System](#)  
[CEU Archives](#)  
[Unfinalize A Section](#)

**CEU Courses Waiting for Approval**

To review a course for approval, click the  next to a course.

| Course Number | Activity Title                      | Original Date Requested | Status                              |
|---------------|-------------------------------------|-------------------------|-------------------------------------|
| 8528          | Incipient Fire Fighting Basic (IF2) | 2/8/2005                | <input checked="" type="checkbox"/> |

**SB Sections Waiting for Number**

To review a section for SB number, click the  next to a section.

There are no existing SB Sections waiting for a SB Number.

[Return To RO Forms Menu](#)

**Status of CEU Other Processes**

**Courses waiting for RO Processing**

| Course Number | Activity Title                      | College        | Requestor    | Email Notice ID | Request Date |
|---------------|-------------------------------------|----------------|--------------|-----------------|--------------|
| 8314          | Hazardous Materials Refresher (ERR) | Social Science | Cheryl Luick | kalin           | 2/7/2005     |
| 8481          | Incident Management System + IMS    | Social Science | Cheryl Luick | kalin           | 2/7/2005     |

**Past Due Participant Lists**

There are no past due participant lists.

**Courses waiting for College Approval**

| Course Number | Activity Title  | College        | Requestor      | Email Notice ID | Request Date |
|---------------|---|----------------|----------------|-----------------|--------------|
| 8523          | NMCPC FOUNDATIONS OF EFFECTIVE LEADERSHIP: SUCCESS IN SUPERVISION | Social Science | Audrey Martini | kalin           | 1/20/2005    |



# The CEU System

Jane Ceuadministrator, RO [Return to List of Courses](#)

| MSU CEU Course Information  |                                     |                         |         |
|---|-------------------------------------|-------------------------|---------|
| Course Number   | Activity Title                      | Original Date Requested |         |
| 8528  | Incipient Fire Fighting Basic (IF2) | 2/8/2005                |         |
| Activity Description  |                                     |                         |         |
| This course will provide participants with the knowledge and skills required to control incipient fires using portable fire extinguishers and low-volume hoses. During the program, participants will extinguish 4 to 6 fires generated by a propane-fueled simulator.  |                                     |                         |         |
| No. of Instructional Hours  |                                     | No. of CEUs Requested   |         |
| 24  |                                     | 2.4                     |         |
| Target Audience   |                                     |                         |         |
| ERT members, fire protection officers, security guards, and security supervisors.   |                                     |                         |         |
| Overall Goal/Objective of Program<br>Include 3-5 sentence statement.  |                                     |                         |         |
| This program will give the participants knowledge in the area of Basic Incipient Fire Fighting.   |                                     |                         |         |
| Specific Learning Outcomes for Participants<br>Include 3-5 sentence statement.  |                                     |                         |         |
| Participants will be able to enhance knowledge and skills required to control incipient fires using portable fire extinguishers and low volume hoses. Participants will also be involved in a live fire simulator exercise.   |                                     |                         |         |
| Program Agenda  |                                     |                         |         |
| The agenda should show precise hour-by-hour activities so that instructional (contact) hours may be verified. Training sessions longer than two and a half hours must include a 15 minute break. Welcome, breaks, and meal times are not included in the contact hours. Describe other aspects of the training such as methodologies, instructional aids, learning materials, etc. to identify the specific training proposed. <b>Please send/email the agenda to Dr. Sandra Buike Phillips, Coordinator of CEUs, 160 Administration Building (sbuike@msu.edu).</b> |                                     |                         |         |
| MAU   | Department                          | Dept Code               | Account |
| 38  | Criminal Justice                    | 206                     | 22-2222 |

| Section Detail |                       |   |                                |                                      |
|----------------|-----------------------|---|--------------------------------|--------------------------------------|
| Section Number | Start Date - End Date | Specify Daily meeting dates and times                 | County City Building           | No. of Presenters<br>Presenter Names |
| 001            | 4/1/2005 - 4/3/2005   | 4/1/05: 7-3:30p<br>4/2/05: 7-3:30p<br>4/3/05: 7-3:30p | Ingham<br>Lansing<br>Fire Dept | 2<br>Joe Fireman<br>Steve Water      |

| Section Detail |                       |   |                                |                                      |
|----------------|-----------------------|---|--------------------------------|--------------------------------------|
| Section Number | Start Date - End Date | Specify Daily meeting dates and times                 | County City Building           | No. of Presenters<br>Presenter Names |
| 002            | 4/5/2005 - 4/7/2005   | 4/5/05: 7-3:30p<br>4/6/05: 7-3:30p<br>4/7/05: 7-3:30p | Ingham<br>Lansing<br>Fire Dept | 2<br>Joe Fireman<br>Steve Water      |

## CEU Coordinator Approval

| College Approved?  |                      |   |
|--|----------------------|---|
| College Approved on 2/21/2005 9:20:47 AM   |                      |   |
| Course Approved?   | CEUs Approved?       | CEUs approved different than requested? |
| <input type="radio"/> Yes <input type="radio"/> No   | <input type="text"/> | <input type="checkbox"/>                |
| Message for <b>Sparty Administrator</b> , course submitter.<br>If left blank, no email will be sent.<br>If you want to send an email, but you have no message, just type a dash(-) in the box. |                      |   |
| <input type="text"/>   |                      |   |
| Copy the College approver (schuett1) in the email?   |                      |   |
| <input type="radio"/> Yes <input type="radio"/> No   |                      |   |
| <input type="button" value="Submit Approval Decision"/>  |                      |   |





# The CEU System

## Department Adds Participants and Finalizes Section

Enter a SSN (no dashes - e.g. 012345678)

Note:  
If the SSN is found in the system, the participant will be added to the section.  
If a new SSN is entered (i.e. the SSN is not in the system) you will be asked to supply participant directory information.

| MSU CEU Course/Section Information  |                                     |                      |
|---|-------------------------------------|----------------------|
| Course Number   | Activity Title                      | Section Number       |
| 8528  | Incipient Fire Fighting Basic (IF2) | 001                  |
| Activity Description  |                                     |                      |
| This course will provide participants with the knowledge and skills required to control incipient portable fire extinguishers and low-volume hoses. During the program, participants will extinguish fires generated by a propane-fueled simulator. |                                     |                      |
| Course Initiation   |                                     |                      |
| Sparty Administrator ( <a href="mailto:schuett1@msu.edu">schuett1@msu.edu</a> ), Social Science   |                                     |                      |
| Course Approval   |                                     | No. of CEUs Approved |
| College Approved on 2/21/2005 9:20:47 AM<br>CEU Approved on 2/21/2005 9:46:59 AM  |                                     | 2.4                  |

New Participant Information for SSN# 123456789

| First Name  | Last Name                                 |
|---|---|
| <input type="text" value="Fire"/>                             | <input type="text" value="Student"/>      |
| Address   | City                                      |
| <input type="text" value="123 Pine"/><br><input type="text"/> | <input type="text" value="East Lansing"/> |
| State   | Zip                                       |
| <input type="text" value="MI"/>                               | <input type="text" value="48823"/>        |

| Participant List |              |   |            |   |
|------------------|--------------|---|------------|---|
| SSN              | Name         | Address                                   | CEU Earned | Add Participant   |
| 123456780        | Fire Student | 123 Pine Street<br>East Lansing, MI 48823 | 2.4        | <input type="button" value="E"/> <input type="button" value="X"/> |
| 123456789        | Joe Schmoe   | 456 Chestnut<br>East Lansing, MI 48823    | 2.4        | <input type="button" value="E"/> <input type="button" value="X"/> |

Number of Participants = 2

CEU Earned will be 0 (zero) until the course has been approved.  
Once a course has been approved, the CEU Earned can be updated - click on the **E** button next to each participant to update his/her CEU Earned.

Finalize Section/Participant List

Are you sure want to finalize this participant list?  
Once finalized, no changes to the list are allowed.



# The CEU System

## RO Processing

| Jane Ceuadministrator, RO  |  | <a href="#">CEU Archives</a><br><a href="#">CEU Coordinator System</a><br><a href="#">Search CEU Records</a><br><a href="#">View Past Due</a> |                |                 |              |
|--|--|---|----------------|-----------------|--------------|
| <b>CEU Courses Waiting for Processing</b><br>To view course list/print CEU Records, click the  next to a course.<br>To remove a course from the processing list, click the . |  |   |                |                 |              |
| Course Number  | Activity Title   | Original Date Requested   | Section Number | -               |              |
| 8314   | Hazardous Materials Refresher (ERR)                                | 2/7/2005  | 050            |                 |              |
| 8314   | Hazardous Materials Refresher (ERR)                                | 2/7/2005  | 051            |                 |              |
| 8314   | Hazardous Materials Refresher (ERR)                                | 2/7/2005  | 052            |                 |              |
| 8481   | Incident Management System + IMS                                   | 2/7/2005  | 007            |                 |              |
| 8481   | Incident Management System + IMS                                   | 2/7/2005  | 008            |                 |              |
| 8528   | Incipient Fire Fighting Basic (IF2)                                | 2/8/2005  | 001            |                 |              |
| <a href="#">Return To RO Forms Menu</a>  |  |   |                |                 |              |
| <b>Status of CEU Other Processes</b>   |  |   |                |                 |              |
| <b>CEU Courses Waiting for Coordinator Approval</b>  |  |   |                |                 |              |
| There are no existing CEU Courses waiting for Coordinator Approval.  |  |   |                |                 |              |
| <b>SB Sections Waiting for Number</b>  |  |   |                |                 |              |
| There are no existing SB Sections waiting for a SB Number.   |  |   |                |                 |              |
| <b>Courses waiting for College Approval</b>  |  |   |                |                 |              |
| Course Number  | Activity Title   | College   | Requestor      | Email Notice ID | Request Date |
| 8523   | NMPCPC FOUNDATIONS OF EFFECTIVE LEADERSHIP: SUCCESS IN SUPERVISION | Social Science  | Audrey Martini | kalin           | 1/20/2005    |

Waiting for Official Record Print & Send

Outstanding Processes

- Waiting for CEU Coordinator Approval
- Waiting for SB Review
- Waiting for Associate Dean Review



# The CEU System

## RO Generates & Prints Official Records

| Jane Ceuadministrator, RO  |                                     | <a href="#">Return to List of Courses</a><br><a href="#">Print Records</a> |            |
|--|-------------------------------------|--|------------|
| MSU CEU Course/Section Information   |                                     |  |            |
| Course Number  | ActivityTitle                       | Section Number   |            |
| 8528   | Incipient Fire Fighting Basic (IF2) | 001  |            |
| Activity Description   |                                     |  |            |
| This course will provide participants with the knowledge and skills required to control incipient fires using portable fire extinguishers and low-volume hoses. During the program, participants will extinguish 4 to 6 fires generated by a propane-fueled simulator. |                                     |  |            |
| Course Initiation  |                                     |  |            |
| Sparty Administrator (schuett1@msu.edu), Social Science  |                                     |  |            |
| Course Approval  |                                     | No. of CEUs Approved   |            |
| College Approved on 2/21/2005 9:20:47 AM<br>CEU Approved on 2/21/2005 9:46:59 AM   |                                     | 2.4  |            |
| Final Participant List   |                                     |  |            |
| Finalized by schuett1 on 2/21/2005 9:51:56 AM  |                                     |  |            |
| SSN  | Name                                | Address  | CEU Earned |
| 123456780  | Fire Student                        | 123 Pine Street<br>East Lansing, MI 48823                                  | 2.4        |
| 123456789  | Joe Schmoie                         | 456 Chestnut<br>East Lansing, MI 48823                                     | 2.4        |
| Number of Participants = 2   |                                     |  |            |

MICHIGAN STATE  
UNIVERSITY

Office of the Registrar  
Continuing Education Unit  
Participant Record

Joe Schmoie  
456 Chestnut  
East Lansing, MI 48823

### Incipient Fire Fighting Basic (IF2)

Course: 8528, Section: 001

This course will provide participants with the knowledge and skills required to control incipient fires using portable fire extinguishers and low-volume hoses. During the program, participants will extinguish 4 to 6 fires generated by a propane-fueled simulator.

4/1/2005-4/3/2005

Lansing

Sponsored by: Social Science

**CEU Earned: 2.4**  
24.0 contact hours

ADVISORY: This training may be used for the CDA (Child Development Associate) credential if appropriate. For educators seeking credits toward Michigan Education Certificate Renewal, this training was not approved for State Board CEUs.



*Sandra Buike Phillips*

Dr. Sandra Buike Phillips, CEU Coordinator  
150 Administration Building  
East Lansing, MI 48824-0210  
(517) 432-0740

Issue Date: 2/21/2005

MSU is an affirmative-action, equal opportunity institution.



# The CEU System

Jane Ceuadministrator, RO [Return to RO Processing Main](#)  
[Return to CEU Coordinator Main](#)

**Record Search**  
 Enter the name or SSN (or parts thereof) below  
 Searches only approved courses

**Search by Name**

First Name:

Last Name:

...or by SSN (no dashes)

**Search by keyword in the title and/or description**  
 Searches only approved courses

Find results with  ANY  ALL of the keywords

## Database Search and Record Reproduction

| Record Search Results   |            |                                     |            |  |                         |
|---|------------|-------------------------------------|------------|--|-------------------------|
| To update a participant's name and/or address, click on the SSN |            |                                     |            |  |                         |
| SSN   | Name       | Address                             | CEU Earned | Course - Section Activity Title                  | View Participant Record |
| <a href="#">123456789</a>                                       | Joe Schmoe | 456 Chestnut East Lansing, MI 48823 | 3          | 8084 - 001 Outdoor Recreation Management Academy |                         |
| <a href="#">123456789</a>                                       | Joe Schmoe | 456 Chestnut East Lansing, MI 48823 | 2.4        | 8528 - 001 Incipient Fire Fighting Basic (IF2)   |                         |










Number of Search Results = 2



# The CEU System

## CEU Archives

Jane Ceuadministrator, RO

| CEU Courses Archive  |   |                         |   |
|--|---|-------------------------|---|
| To view course/section/participant list information, click the  next to a course. |   |                         |   |
| Course Number  | Activity Title  | Original Date Requested |   |
| 8528   | Incipient Fire Fighting Basic (IF2)   | 2/8/2005                |  |
| 8526SB   | 8th Annual Education Conference   | 1/28/2005               |  |
| 8525SB   | Using Reader Response to Foster Collaborative and Inquiry-Based Learning                            | 1/21/2005               |  |
| 8524SB   | Getting Creative about Teaching Technical Writing: An Introduction to Integrating Technical Writing | 1/21/2005               |  |
| 8523   | NMPCPC FOUNDATIONS OF EFFECTIVE LEADERSHIP: SUCCESS IN SUPERVISION                                  | 1/20/2005               |  |
| 8522   | Serving Crime Victims with a Physical and/or Cognitive Disability                                   | 1/17/2005               |  |
| 8521   | Michigan Electric Code Update 2005  | 1/11/2005               |  |
| 8520   | 2002 National Electrical Code Review  | 1/11/2005               |  |

|     |  |            |   |
|-----|--|------------|---|
| 419 | Infection Control                        | 10/16/1975 |    |
| 127 | Infection Control                        | 10/16/1975 |   |
| 112 | Assess&Estab Needs of Pat                | 9/22/1975  |  |
| 134 | Assess & Establish Needs                 | 7/24/1975  |  |
| 109 | Your Nursing Practice                    | 6/27/1975  |  |
| 106 | Nursing Care Pat Fol Inte                | 6/18/1975  |  |
| 236 | Epidemiological Patterns                 | 4/2/1975   |  |
| 126 | Epidemiology Patterns                    | 4/2/1975   |  |
| 100 | Human Relations & Managem                | 9/26/1974  |  |
| 059 | Neutral-To-Earth Voltage Evaluator Train | 2/29/1972  |  |

[Return To Forms Menu](#)



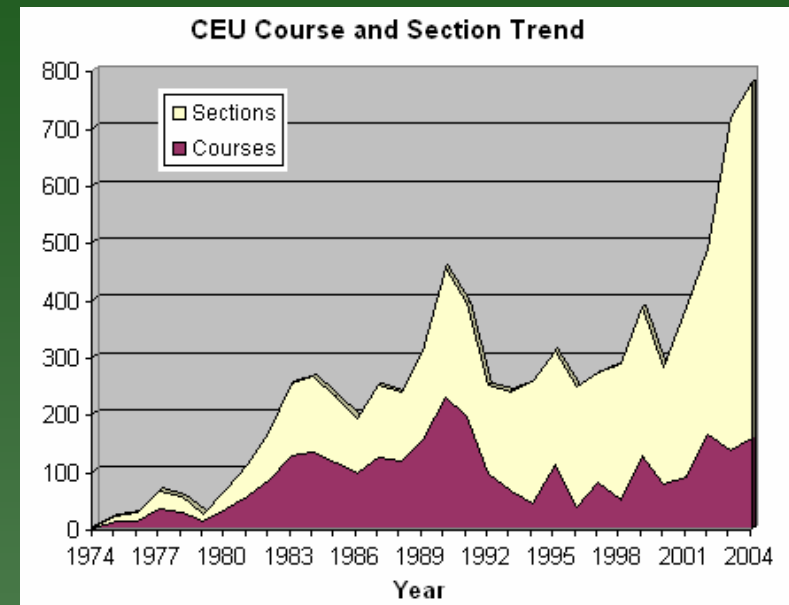
...records back to  
1972



# CEU System Summary

## New online system

- Custom to MSU
- Built in-house < 2 months
- Launched September, 2001
- System Stats:
  - 500+ Courses
  - 2,000 Sections
  - 17,500 Participant Records
  - 100 Registered Department/College Administrators
- Archived from Old System
  - 2,300 Courses
  - 3,500 Sections
  - 98,500 Participant Records
  - ...Oldest electronic record...February, 1972...





# Benefits of the CEU System

- Improved integrity – authorization users clearly defined in security system
- Enhanced tracking – status of a CEU application can be determined at any time by any authorized user
- Staff: 1 part-time clerical, 1 part-time coordinator position
- Decreased turn-around time from application to record in participant's hands
- Secured records retention and retrieval
- Standardized the CEU process



MICHIGAN STATE  
UNIVERSITY

# The Online CEU (Continuing Education Units) Course System: How to go paperless

Dr. Sandra Buike Phillips, Coordinator Summer Study and Lifelong  
Education Student Affairs

[sbuike@msu.edu](mailto:sbuike@msu.edu)

Kristin Schuette, Information Technologist

[schuett1@msu.edu](mailto:schuett1@msu.edu)