AACRAO 2005 Annual Meeting

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

Kristin Schuette, Information Technologist
schuett1@msu.edu
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

Department enters application for new course

Department establishes sections

College (Associate Dean) approves CEUs

CEU Coordinator approves course

State of Michigan reviews State Board CEUs

State Board CEUs only

Registrar’s Office produces official CEU Records

Department enters participant list
Authorized users enter the system through a link under “Faculty/Staff” on the home page.
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 100 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, record processing, and general administration is handled through the Registrar’s Office. Sandra Duke Phillips, PhD (Coordinator of Summer Study and Lifelong Education Student Affairs) serves as coordinator of Continuing Education Units (sduke@msu.edu or by telephone 432-0740) and makes the determination of CEU awards for programs.

Enter the CEU Courses 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 Ferriss, CEU Record Processor
150 Administration Building
East Lansing, MI 48824-0210
(517) 432-0740 or ferrissa@msu.edu

Dr. Sandra Duke Phillips, CEU Coordinator
150 Administration Building
East Lansing, MI 48824-0210
(517) 432-0740 or sduke@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 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 recorded. The current database includes records for 2,750 courses, 6,120 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 MSU 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 Duke Phillips, Coordinator of Summer Study and Lifelong Education Student Affairs, serves as coordinator of Continuing Education Units. She can be contacted by email at sduke@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
### College/Department Main Menu

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

#### CEU Courses Waiting for Approval

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>Original Date Requested</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0523</td>
<td>NMCPC FOUNDATIONS OF EFFECTIVE LEADERSHIP: SUCCESS IN SUPERVISION</td>
<td>1/20/2005</td>
<td>✔️</td>
</tr>
</tbody>
</table>

#### CEU Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>Original Date Requested</th>
<th>Add Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>8523</td>
<td>NMCPC FOUNDATIONS OF EFFECTIVE LEADERSHIP: SUCCESS IN SUPERVISION</td>
<td>1/20/2005</td>
<td>+</td>
</tr>
<tr>
<td>8522</td>
<td>Serving Crime Victims with a Physical and/or Cognitive Disability</td>
<td>1/17/2005</td>
<td>+</td>
</tr>
<tr>
<td>8519</td>
<td>9th Annual Play Therapy Conference</td>
<td>12/28/2004</td>
<td>+</td>
</tr>
<tr>
<td>851036</td>
<td>9th Annual Play Therapy Conference</td>
<td>12/28/2004</td>
<td>+</td>
</tr>
<tr>
<td>8517</td>
<td>Oppositional Defiant Disorder, Conduct Disorder &amp; Bullying</td>
<td>12/20/2004</td>
<td>+</td>
</tr>
<tr>
<td>0466</td>
<td>Compassion Fatigue/Vicarious Traumatization</td>
<td>0/13/2004</td>
<td>Course Denied</td>
</tr>
<tr>
<td>8453</td>
<td>Incipient Fire Fighting Basic (IF2)</td>
<td>8/9/2004</td>
<td>+</td>
</tr>
<tr>
<td>0452</td>
<td>Building on the Basics</td>
<td>0/3/2004</td>
<td>+</td>
</tr>
<tr>
<td>8451</td>
<td>The Bully: The Bullied and the Bystander</td>
<td>7/30/2004</td>
<td>+</td>
</tr>
</tbody>
</table>
New Course Request

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

New Course Request

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

Course Details

- Add/View Sections
- CEU Approval Status

<table>
<thead>
<tr>
<th>Sparty Administrator, Social Science</th>
<th>Return to List of Courses Add/View Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MSU CEU Course Information</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Course Number</strong></td>
<td><strong>Activity Title</strong></td>
</tr>
<tr>
<td>0320</td>
<td>Incipient Fire Fighting Basic (IF2)</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>No. of Instructional Hours</th>
<th>No. of CEUs Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>2.4</td>
</tr>
</tbody>
</table>

**Target Audience**

ERT members, fire protection officers, security guards, and security supervisors.

**Overall Goal/Objective of Program**

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**

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. Please send/email the agenda to Dr. Sandra Duke Phillips, Coordinator of CEUs, 166 Administration Building (shuke@msu.edu).

<table>
<thead>
<tr>
<th>MAU</th>
<th>Department</th>
<th>Dept Code</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Criminal Justice</td>
<td>296</td>
<td>22.2222</td>
</tr>
</tbody>
</table>

**Course Initiation**

Sparty Administrator (schueH1@msu.edu), Social Science

**Course Approval**

Waiting for College Approval

<table>
<thead>
<tr>
<th>No. of CEUs Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting for CEU Approval</td>
</tr>
</tbody>
</table>
### The CEU System

**Section Details**

- Add Multiple Sections

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>Section Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>8528</td>
<td>Incipient Fire Fighting Basic (IF2)</td>
<td>New Section</td>
</tr>
</tbody>
</table>

**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**

Sparry Administrator (schuetz@msu.edu), Social Science

**Course Approval**

Waiting for College Approval

Waiting for CEU Approval

---

**Enter New Section Information**

- Start Date: 4/1/05
- End Date: 4/5/05
- Specify Daily meeting dates and times:
  - 4/1/05: 7:30p
  - 4/3/05: 7:30p
  - 4/5/05: 7:30p
- County Name: Ingham
- No. of Presenters: 2
- Presenter Names:
  - Joe Fireman
  - Steve Water

---

**Section Details**

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Start Date - End Date</th>
<th>Specify Daily meeting dates and times</th>
<th>County City Building</th>
<th>No. of Presenters</th>
<th>Presenter Names</th>
</tr>
</thead>
</table>
### MSU CEU Course Information

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>Original Date Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>E528</td>
<td>Incipient Fire Fighting Basic (IF2)</td>
<td>2/8/2006</td>
</tr>
</tbody>
</table>

**Activity Description**

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<table>
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<tr>
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<th>MAU</th>
<th>Department</th>
<th>Dept Code</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
<td>Criminal Justice</td>
<td>205</td>
<td>22-2222</td>
</tr>
</tbody>
</table>

**Course Initiation**

Sparty Administrator (ShahCs@msu.edu), Social Science

**Course Approved?**

Yes  No

Submit Approval Decision

---

**Thank you - your decision has been recorded.**

Click here to proceed…
## 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

### CEU Courses Waiting for Approval
To review a course for approval, click the ✅ next to a course.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>Original Date Requested</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>8528</td>
<td>Incipient Fire Fighting Basic (IF2)</td>
<td>2/3/2005</td>
<td></td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>College</th>
<th>Requestor</th>
<th>Email Notice ID</th>
<th>Request Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8314</td>
<td>Hazardous Materials Refresher (EER)</td>
<td>Social Science</td>
<td>Cheryl Luick</td>
<td>kalin</td>
<td>2/7/2005</td>
</tr>
<tr>
<td>8431</td>
<td>Incident Management System + IMS</td>
<td>Social Science</td>
<td>Cheryl Luick</td>
<td>kalin</td>
<td>2/7/2005</td>
</tr>
</tbody>
</table>

### Past Due Participant Lists
There are no past due participant lists.

### Courses waiting for College Approval

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>College</th>
<th>Requestor</th>
<th>Email Notice ID</th>
<th>Request Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8523</td>
<td>NMCPC FOUNDATIONS OF EFFECTIVE LEADERSHIP: SUCCESS IN SUPERVISION</td>
<td>Social Science</td>
<td>Audrey Martini</td>
<td>kalin</td>
<td>1/20/2005</td>
</tr>
</tbody>
</table>
The CEU System

CEU Coordinator Approval

Jane Cau Administrator, RO

MSU CEU Course Information

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>Original Date Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>8528</td>
<td>Incident Fire Fighting Basic (IF2)</td>
<td>2/8/2005</td>
</tr>
</tbody>
</table>

**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.

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**Target Audience**

ERT members, fire protection officers, security guards, and security supervisors.

**Overall Goal/Objective of Program**

Include a 3-5 sentence statement:

This program will give the participants knowledge in the area of basic Incident Fire Fighting.

**Specific Learning Outcomes for Participants**

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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.

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Please send/email the agenda to Dr. Sandra Phillips, Coordinator of CEUs, 168 Administration Building (sphilip@msu.edu).

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<th>Department</th>
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<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>Criminal Justice</td>
<td>206</td>
<td>22222</td>
</tr>
</tbody>
</table>

### Section Detail

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Start Date - End Date</th>
<th>Specify Daily meeting dates and times</th>
<th>County City Building</th>
<th>No. of Presenters</th>
<th>Presenter Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>4/1/2005 - 4/3/2005</td>
<td>4/1/05: 7-3:30p</td>
<td>Ingham County Fire Dept</td>
<td>2</td>
<td>Joe Freeman, Steve Water</td>
</tr>
</tbody>
</table>

### Section Detail

<table>
<thead>
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<th>Section Number</th>
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<tr>
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<td>4/5/05: 7-3:30p</td>
<td>Ingham County Fire Dept</td>
<td>2</td>
<td>Joe Freeman, Steve Water</td>
</tr>
</tbody>
</table>

College Approved on 2/21/2005 9:20:47 AM

**Course Approved?** ☑ Yes ☐ No

**CEUs Approved?**

**CEU approved different than requested?** ☑ Yes ☐ No

**Message for Sporty Administrator: course submitter.**

If left blank, no email will be sent.

If you want to send an email, but you have no message, just type `-` a dash(-) in the box.

**Copy the College approver (schuettl) in the email?**

☐ Yes ☐ No

Submit Approval Decision
The CEU System

Department Adds Participants and Finalizes Section

<table>
<thead>
<tr>
<th>MSU CEU Course/Section Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
</tr>
<tr>
<td>8528</td>
</tr>
</tbody>
</table>

**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 experience fire scenarios generated by a propane-fueled simulator.

**Course Initiation**
Sparty Administrator (savette1@msu.edu), Social Science

<table>
<thead>
<tr>
<th>Course Approval</th>
<th>No. of CEUs Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collage Approved on 2/24/2005 9:20:11 AM</td>
<td>2.4</td>
</tr>
<tr>
<td>CEU Approved on 2/22/2005 9:48:59 AM</td>
<td></td>
</tr>
</tbody>
</table>

**Participant List**

<table>
<thead>
<tr>
<th>SSN</th>
<th>Name</th>
<th>Address</th>
<th>CEU Earned</th>
<th>Add Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456780</td>
<td>Fire Student</td>
<td>123 Pine Street, East Lansing, MI 48823</td>
<td>2.4</td>
<td>[X]</td>
</tr>
<tr>
<td>123456789</td>
<td>Joe Schmoe</td>
<td>456 Chestnut, East Lansing, MI 48823</td>
<td>2.4</td>
<td>[X]</td>
</tr>
</tbody>
</table>

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 button next to each participant to update his/her CEU Earned.

**Finalize Section/Participant List**

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

- Yes, I'm done! Finalize it and submit to the POI
- Oops, I'm not done, return me to the participant list
The CEU System

RO Processing

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 Geu Administrator, RO | Return to List of Courses Print Records |

---

### MSU CEU Course/Section Information

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>Section Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>8528</td>
<td>Incipient Fire Fighting Basic (IF)</td>
<td>001</td>
</tr>
</tbody>
</table>

#### 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

- **Sperry Administrator**: sperry11@msu.edu, Social Science
- **Course Approval**: 2/21/2005 9:46:55 AM
- **No. of CEUs Approved**: 2.4

### Final Participant List

Finalized by schmoe on 2/21/2005 9:51:56 AM

<table>
<thead>
<tr>
<th>SSN</th>
<th>Name</th>
<th>Address</th>
<th>CEU Earned</th>
</tr>
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<tbody>
<tr>
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<td>Fire Student</td>
<td>123 Pine Street, East Lansing, MI 48823</td>
<td>2.4</td>
</tr>
<tr>
<td>123456789</td>
<td>Joe Schmoe</td>
<td>456 Chestnut, East Lansing, MI 48823</td>
<td>2.4</td>
</tr>
</tbody>
</table>

Number of Participants = 2

---

**Incipient Fire Fighting Basic (IF)**

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.

**4/12005-4/302005**

Lansing

Sponsored by: Social Science

**CEU Earned: 2.4**

240 contact hours

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

---

Dr. Sandra Duke Phillips, CEU Coordinator
120 Administration Building
East Lansing, MI 48824-1220
(517) 432-0170

**MSU is an affirmative-action, equal opportunity institution.**
# The CEU System

## CEU Archives

The CEU System provides records back to 1972, offering a range of courses and activities that cater to various professional needs. To view course/section/participant list information, click the checkmark next to a course.

### CEU Courses Archive

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>8528</td>
<td>Incipient Fire Fighting Basic (IF2)</td>
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<td>4/2/1975</td>
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<td>Human Relations &amp; Manager</td>
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<td>Neutral-To-Earth Voltage Evaluator Train</td>
<td>2/25/1972</td>
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...records back to 1972
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
The Online CEU (Continuing Education Units) Course System: How to go paperless

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