Center for Continuing and Professional Studies

Continuing Education Units (CEUs)/
Professional Development Hours (PDHs)
Guidelines

Morgan State University
Center for Continuing and Professional Studies
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Continuing Education Units (CEUs)/Professional Development Hours (PDHs)

Guidelines

Program Description

The mission of the Center for Continuing and Professional Studies (CCPS) is to serve the lifelong educational needs of traditional and non-traditional students pursuing undergraduate, graduate, professional, and personal growth aspirations.

As an accredited academic institution, Morgan State University offers Continuing Education Units (CEUs) and Professional Development Hours (PDHs) and sponsors activities for CEUs/PDHs for university departments, and organizations in the State of Maryland and nationwide. The Center for Continuing and Professional Studies is the authorized unit at the institution responsible for awarding, administering, and reviewing CEUs/PDHs procedures to ensure compliance with established criteria.
What are CEUs/PDHs?

CEUs/PDHs are generic measurements used to show the amount of time an individual spends in an educational activity. Professional groups and licensing boards use various units of measurement for educational instruction and presentations.

How are CEUs/PDHs Calculated?

**CEU:**

One CEU is equivalent to **10 contact hours** spent in an approved training, education or professional development (**one contact hour = .1 CEU**).

**PDH:**

One PDH is equivalent to **one contact hour** spent in an approved training, education or professional development.

What are the Responsibilities of the Requesting Organization?

1. Complete application form.
2. Provide program agenda, description, overall learning objectives, contact hours, proposed number of CEUs/PDHs, and evaluation instruments (four to eight weeks before the program start date -- depending on agreement). This information must also be included in advertisements and/or conference booklets.
3. Provide presenters' biographies.
4. Provide administrative support staff of CCPS with accommodations as established according to the agreement.
What are the Responsibilities of CCPS's Administrative Staff?

1. Approve application form, program agenda, description, overall learning objectives, contact hours, number of CEUs/PDHs, evaluation instruments, and presenters' biographies.
2. Oversee the CEU/PDH process for approved programs.
3. Provide CEU/PDH Packets to participants.
4. Distribute CEU/PDH Certificates at close of Program or mail to eligible participants within four to eight weeks (depending on agreement).
5. Maintain records of participants CEU/PDH participation for seven (7) years from date of activity.

What is the Cost for CEUs/PDHs?

The cost of CEUs/PDHs includes the number of contact hours, number of participants, and type of activity.

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Contact Louise Flamer (louise.flamer@morgan.edu) for fee guidelines, additional forms and information.

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