

The Continuing Education (CEU) Program

Frequently Asked Questions On Discontinuing The Program

1. When will the CEU program be discontinued?
The program will be discontinued on June 30, 2010.
2. Why has it been discontinued?
For the past several years, the number of chapters and divisions requesting CEU has continued to decrease, while units requesting recertification credit for events has increased. This is most likely due to the fact that CEU is fee based while recertification approval has no charge. Administering the CEU program is very labor intensive, requiring frequent touch points with IAAP leaders, verification of speakers' qualifications, maintaining event files, handling evaluation summaries, and inputting full contact information for each attendee. Participant information is needed in order to maintain individual transcripts of each person attending CEU-approved events.
3. Can I still receive CEU up to the end date?
Yes. Any program held before the end date will be included in our CEU records and participants will be credited with CEU.
4. Can I apply before June 30 and receive CEU for an event that will be held later this fall?
No. You may apply for CEU for any event that will be held prior to the end date of June 30, 2010. Any event taking place after the end date will not be eligible since the CEU program will have ceased.
5. Can I request and receive a CEU transcript after the end date?
Yes, you may. The transcripts will be retained and available for seven years.
6. If I have a spring program already approved for CEU, how long do I have to get the attendee list and fees to headquarters?
You will have up to 30 days after the event to submit all required information and fees. This is the same time frame as before, according to the CEU Guidelines.

7. What if circumstances are such that I cannot meet this deadline?
Participants have until August 1, 2010 to comply with all requirements. After that date the file will be marked incomplete, the event will not be awarded CEU, and attendees will not receive CEU for the event. The event will not appear on their transcript, even though the chapter/division may have given them a CEU certificate.
8. What if a member/employer requests CEU as verification of attendance at an event?
IAAP units may work with other institutions that award the CEU, such as local colleges that offer CEU for their continuing education events. Or the chapter/division may choose to give each participant a certificate of attendance. Most employers will accept this, in lieu of a CEU certificate.
9. If we want recertification points for an event, what do we do?
Go to the Certification link on the website. Click on <http://www.iaap-hq.org/prodev/certification/index.html>. The steps are outlined for you. There is no charge.
10. Will CEU be given for programs at the 2010 EFAM and the 2010 Fall Conference?
No – only recertification credit will be given for selected sessions at all future IAAP events.
11. What if my exec requires proof of attendance and there is no certificate of attendance given out? How can I verify my attendance?
For IAAP events such as EFAM and the Fall and Spring Conferences, you will receive a registration confirmation prior to the event and on-site materials will be given at registration check-in. This will usually suffice.
12. How will I get credit for the EFAM sessions I attend?
Selected sessions are eligible for recertification points. But, the best way to show your participation at any IAAP function is to take the information back to your workplace and offer to share it with other staff. That's the real proof that your employer's money was invested well.
13. What about the OPTIONS Training program from IAAP? CEU certificates were given as each book was completed and there was one overall certificate at the culmination. So, no CEU will be awarded?

Since the CEU program is being discontinued, after the end date, participants in the OPTIONS program will not receive CEU. However, there will still be certificates given for each book after the exercises have been completed and sent to headquarters and one final certificate indicating the person has mastered the full 12-book course. The new certificates will be certificates of completion. The wording will be such that anyone looking at the certificates will know that the course is rigorous and the information gleaned is extensive. The OPTIONS program will remain virtually the same.

14. What about the 50-Minute books that are sold in the online bookstore and at IAAP events that have CEU eligibility? I often use them for recertification credit.

Don't worry; selected books will still be eligible for recertification points.

15. It's always hard to "lose" a program. Is this really a good move?

Yes, it is – on both counts - especially if the program has been ongoing for a long time. However, we can't add newer, more relevant programs for career-minded administrative professionals if we don't let go of some things that have waned in usage and significance and replace them with more timely programs. Discontinuing CEU will free staff to offer programs that will appeal to all members and help them succeed in the workplace. Some new things that are replacing the CEU program include the free podcasts on "Ask The Expert" that members can access through the IAAP home page and a series of free articles that chapter/division newsletter editors can insert into their publications. Two newsletter topics that have been distributed so far are future trends (with discussion questions provided) and finding a job – keeping a job. A workplace/workforce trends blog is also under development, as well as an expansion to the OPTIONS program, to name just a few.

16. Is there anything else I should know?

Yes. Remember that CEU were not and are not necessary for recertification points. While many CEU events also received recertification credit, it was due to the topic/material covered, not the fact that CEU were given. You'll be able to gain as many recertification points now as you did when the CEU program was in effect.

