



Instructions for Calculating CEUs

1. 1 CEU = 10 hours of learner contact with the content of the learning activity (includes instructor-led learning, self-paced instruction, pre/post assignments, and/or homework in support of a learning outcome).
2. Time duration for a training event is documented and justified by SFPE.
3. SFPE staff members who compute CEUs are trained on the formula and what is allowable.
4. The formula for classroom events is computed by summing all of the minutes for all activities in a learning event, subtracting time spent on non-allowable activities, dividing by 60 minutes, and dividing again by 10 hours, with the fraction for the last few minutes rounded off to the nearest tenth. If the resulting computation ends in less than .5, round down to 0. If the resulting computation ends in .5 or higher, round up to the nearest whole number.
5. The formula for distance learning, self-paced, or individual work should be based on the same formula as classroom events and established by a pilot program averaging the time required to complete the program or other reasonable method for computing hours for CEU application. This computation should be reassessed a minimum of once per year to validate the calculation. This reassessment should also take place in the event of a major change to course content, method of delivery, change in equipment/software, or demographic audience.