PDH/CEU Application Process

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Agenda

• PDHs and CEU definition
• Benefits of awarding PDHs/CEU
• Application submission
• Steps following application submission
• Evaluation Forms
• Awarding credits to participants
• Summary
PDHs and CEU definition

• CEU (Continuing Education Unit) is a unit that measures a person’s participation in a formal, non-credit continuing education program e.g. workshop, seminar, etc..

• PDH is a Professional Development Hour
  – One IEEE PDH is equal to one contact hour of instruction

• 1 CEU = 10 PDHs

• Any activity less than one hour in duration is not eligible for PDHs/CEUs
Benefits of awarding PDHs/CEU

• Contribute to helping members maintain their certification; e.g. PE license
• Help members meet company training requirements
• Increase attendance to technical PES/IEEE events
• Increase chapter revenue allowing chapter to offer more programs
Application submission

• Application should be submitted at least five (5) business days prior to the technical event scheduled date

• Submit application online using the link below: http://www.ieee.org/education_careers/education/ceus/application.html
Steps Following Application Submission

• Before the event
  – A confirmation email will be automatically sent to the contact email address you provided

• During the event
  – Have participants sign-in
  – Collect an IEEE Course Evaluation for each individual who wishes to receive PDH/CEU credit

• After the event
  – Scan the sign-in sheet and course evaluations and submit to eau-cebadmin@ieee.org
Evaluation Forms

• Evaluation forms are found through the following IEEE link: http://www.ieee.org/education_careers/education/ceus/application.html
Awarding Credits to Participants

• IEEE will provide a PDH/CEU certificate directly to the eligible participants
• If PDH/CEU certificates are not received, contact eau-cebadmin@ieee.org
Summary

- Use the online application for quick and easy submissions
- Submit sign-in sheet and IEEE Course Evaluations for PDH/CEU credit for eligible participants
- IEEE will provide a PDH/CEU certificate directly to the eligible participants
- Contact eau-cebadmin@ieee.org with any questions/concerns.