

NC DIVISION OF SERVICES FOR THE BLIND POLICIES AND PROCEDURES ADMINISTRATIVE POLICIES AND PROCEDURES

Section: C
Title: Continuing Education and Training Policy
Current Effective Date: 05/12
Revision History: Issued 01/12 Revised 02/12

The agency requires the In-Service Continuing Education and Training Rehabilitation Program Specialist (program specialist) be responsible for continuing education and training (CE/T) and provide continuing education units (CEU) to those that meet criteria.

The program specialist should identify the contact hours to be awarded in the CEU format utilizing the calculation formula in the "Approval Procedures for Awarding CEU" when determining the amount of CEU for each learning event, session, program. The program specialist is the only person that has the authority to determine the number of CEU credits. The instructor will be expected to provide learners with verbal and/or written feedback on mastery of learner outcomes during and after the training, if appropriate.

The program specialist is responsible for the determination of allowable and non-allowable activities for CEU credits. DSB now uses the IACET standard for computation of CEUs as stipulated below:

1. 1 CEU = 10 hours of learner contact with the content of the learning activity (includes classroom, 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 the provider.
3. Provider 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.

DSB will disclose and requires instructors to disclose proprietary interest in any product, instrument, device, service, or materials discussed in training prior to contracting for a training event. DSB will disclose any such relationship in writing via e-mail or letter to the learners in advance of the training. The program specialist will complete the instructor interview form that addresses this issue.

Instructors are required to provide feedback to learners on learner outcomes and to demonstrate that learner feedback is occurring. The instructor is to observe and measure learner demonstrations of learner outcomes either by a written assignment, demonstration or activity. Instructors must require that learners perform in some way to show that there is some feedback and reinforcement of learning

taking place. The instructor must understand learning at the comprehension and application levels with learners. The program specialist will complete the instructor interview form that helps to address this issue with proposed instructors.

The program specialist should ensure the activity is planned in response to an identified educational need. The learning outcomes, behavioral objectives, or performance objectives are to be written with possible learners viewing in advance of the event. Qualified instructional personnel will assist in planning and instruction with a completed evaluation at the end of each training, session or program.

Technology requirements for learners to participate in a training event will be relayed to the learner before the beginning of the first day of training via a written e-mail or letter. However, learners are allowed to bring any technology to support learning and there will support staff available to assist with the set up.

The agency will have support staff available for each participant at the beginning, throughout and at the end of the event to ensure that all needs are being met, if needed. If the participant request an alternate form of communication, materials will be available in the receiving individuals preferred mode of communication such as Braille, large print, CD, or other means identified at the registration table. If assistance is needed during the event or during evaluation, a support staff will be available. Support staff will be available for registration, technical support, respond to questions, and generally respond or assist learners in getting the most out of the learning event.

If a participant is unsuccessfully in completing training, a notice will be sent to the participant and their supervisor stipulating reasons for the decision. This written notice will be sent via e-mail, letter or in the receiving individuals preferred mode of communication such as Braille, large print, CD, or other means identified.

The IACET statement and emblem below will be visible on agency documents awarding CEU to learners.

The NC Division of Services for the Blind (NCDSB) has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102. NCDSB is authorized by IACET to offer _____ for this program.

