AACRAO 2005 Annual Meeting

The Online CEU (Continuing Education Units) Course System:
How to go paperless

Dr. Sandra Buike Phillips, Coordinator Summer Study and Lifelong Education Student Affairs
sbuike@msu.edu

Kristin Schuette, Information Technologist
schuett1@msu.edu
Intro to CEUs

The Continuing Education Unit (CEU)

- One CEU represents ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.
- Created by a national task force (1960s).
- Granted by a large number of colleges and universities.
- Can be certified by the International Association for Continuing Education and Training (IACET).
History of CEUs at MSU

“The Paper Process”

• Three page paper application
• Approval required
  • Instructor
  • Department chair
  • Associate Dean for Lifelong Education
• In 1972, an entire office was created to promote, evaluate and process CEUs.
• In the 1990’s that office was eliminated and CEUs were incorporated into University Outreach where a staff of 7 part time and full time employees processed CEUs.
• Participants paid $2.00 for a CEU “Transcript”
Today: CEUs at MSU

“The Paperless Process”
- Relocated to the Office of the Registrar – July 2001
- New online system developed
- System access granted by College Security Administrators in Online Security System
- Electronic submission, routing, and approval of CEU programs
- Records retained in secure system, daily backups
- No charge for participant records
CEU Lifecycle

Department enters application for new course

Department establishes sections

College (Associate Dean) approves CEUs

CEU Coordinator approves course

State of Michigan reviews State Board CEUs

Registrar’s Office produces official CEU Records

Department enters participant list

State Board CEUs only
Authorized users enter the system through a link under “Faculty/Staff” on the home page.
Welcome and Guidelines

Welcome to the Michigan State University Continuing Education Unit (CEU) Course System

For access to this system, please contact your College Security Administrator.

The Continuing Education Unit (CEU) was created by a national task force. CEUs are granted by a large number of colleges and universities and are certified by the International Association for Continuing Education and Training (IACET).

The growth of noncredit instructional programming in institutions of higher education is well recognized. Employers, professional associations, and others are increasingly noting noncredit learning in appraising the personal and occupational growth of an individual. This need to make comparisons and transfer records of noncredit learning caused the formation of a national task force on the Continuing Education Unit which created a uniform unit of measure, the Continuing Education Unit (CEU).

One Continuing Education Unit represents ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

The approval of Continuing Education Unit Applications, record processing and general administration is handled through the Registrar's Office. Sandra Buke Phillips, PFO (Coordinator of SummerStudy and Lifelong Education Student Affairs) serves as coordinator of Continuing Education Units (sbuke@msu.edu or by telephone 432-0740) and makes the determination of CEU awards for programs.

Enter the CEU Course System
Read the complete guide to applying for CEUs online

MICHIGAN STATE UNIVERSITY
CONTINUING EDUCATION UNITS (CEUs)
A Guide to Applying for CEUs Online

Angie Peruza, CEU Record Processor
150 Administration Building
East Lansing, MI 48824-0210
(517) 432-3695 or peruza@msu.edu

Dr. Sandra Buke Phillips, CEU Coordinator
150 Administration Building
East Lansing, MI 48824-0210
(517) 432-0740 or sbuke@msu.edu

Background

The Continuing Education Unit (CEU) was created by a national task force. CEUs are granted by a large number of colleges and universities. The International Association for Continuing Education and Training (IACET) provides compliance guidelines and certification of CEU programs. MSU follows the CEU guidelines developed by IACET in awarding CEUs.

The growth of noncredit instructional programming in institutions of higher education is well recognized. Employers, professional associations, and others are increasingly noting noncredit learning in appraising the personal and occupational growth of an individual. This need to make comparisons and transfer records of noncredit learning caused the formation of a national task force on the Continuing Education Unit which created a uniform unit of measure, the Continuing Education Unit (CEU).

One Continuing Education Unit represents ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Continuing Education Units have been awarded to MSU non-credit course offerings since 1972. Since that time, course and individual records have been collected. The current database includes records for 2,750 courses, 6,110 sections, 56,000 participants, and 114,300 participant records. In the first ten years of operation, CEUs were awarded to programs from the Colleges of Education, Human Ecology, Human Medicine, Nursing, Osteopathic Medicine, Social Science and Veterinary Medicine.

The Colleges of Human Medicine, Osteopathic Medicine, Nursing and Veterinary Medicine apply for CEUs exclusively through their respective professional organizations. MSU CEUs and/or MSU State Board of Education CEUs are awarded routinely to programs serving:

- Educators, childcare workers and administrators, criminal justice and Hazmat professionals, social workers, psychologists, waste water management professionals, electricians, plumbers and corporate staff through company sponsored training programs.
- The final determination of CEU awards for programs, records processing and record storage, and general administration of Continuing Education Units (CEUs) is handled through the Office of the Registrar.

MSU General Administrative Information and Application Guidelines

1. The final determination of CEU awards for programs, records processing and record storage, and general administration of Continuing Education Units (CEUs) is handled through the Office of the Registrar.

2. Dr. Sandra Buke Phillips, Coordinator of SummerStudy and Lifelong Education Student Affairs, serves as coordinator of Continuing Education Units. She can be contacted by email at sbuke@msu.edu or by telephone at 432-0740.
The CEU System

Secure Login
With MSUNet ID and password

Access granted by College Security Administrators in Online Security System
### The CEU System

**College/Department Main Menu**

- List of courses waiting for approval
- New Course Request
- List of Current Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>Original Date Requested</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0523</td>
<td>NMCPC FOUNDATIONS OF EFFECTIVE LEADERSHIP: SUCCESS IN SUPERVISION</td>
<td>1/20/2005</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number</th>
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<tbody>
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<td>NMCPC FOUNDATIONS OF EFFECTIVE LEADERSHIP: SUCCESS IN SUPERVISION</td>
<td>1/20/2005</td>
<td></td>
</tr>
<tr>
<td>9522</td>
<td>Serving Crime Victims with a Physical and/or Cognitive Disability</td>
<td>1/17/2005</td>
<td></td>
</tr>
<tr>
<td>8519</td>
<td>9th Annual Play Therapy Conference</td>
<td>12/28/2004</td>
<td></td>
</tr>
<tr>
<td>051056</td>
<td>9th Annual Play Therapy Conference</td>
<td>12/28/2004</td>
<td></td>
</tr>
<tr>
<td>8517</td>
<td>Oppositional Defiant Disorder, Conduct Disorder &amp; Bullying</td>
<td>12/20/2004</td>
<td></td>
</tr>
<tr>
<td>0466</td>
<td>Compassion Fatigue/Vicarious Traumatization</td>
<td>0/13/2004</td>
<td>Course Denied</td>
</tr>
<tr>
<td>8453</td>
<td>Incipient Fire Fighting Basic (IF2)</td>
<td>6/9/2004</td>
<td></td>
</tr>
<tr>
<td>0452</td>
<td>Building on the Basics</td>
<td>0/3/2004</td>
<td></td>
</tr>
<tr>
<td>8451</td>
<td>The Bully, The Bullied and the bystander</td>
<td>7/20/2004</td>
<td></td>
</tr>
</tbody>
</table>
The CEU System

New Course Request

- State Board (SB) or MSU CEUs
- Course Title, Description, Hours, etc.

State Board CEU

- Activity Title
- Activity Description
- No. of Instructional Hours
- No. of CEUs Requested
- Target Audience (check all that apply): Teachers, Administrators, School Psychologists
- Need Assessment: Required to determine need for training. Representatives of target training group should be involved in the planning process. Check at least one of the assessment methods used:
  - Survey
  - Ad Hoc Committee
  - Planning Committee
- Other (describe below)
- Month and Year when Assessment was conducted (format “MMYY” e.g., 02/03)
- Conference?: Yes No
- Also Offered for College Credit?: Yes No
- Program Descriptors
- Overall Goal/Objective of Program
  Include 2-3 sentence statement.
- Specific Learning Outcomes for Participants
  Include 2-3 sentence statement.

State Board Administrator, Social Science, Return to List of Courses

CEU Course Information

Are you requesting a State Board Sponsored CEU?
- Yes
- No

Next →
New Course Request

- Department Administrator completes course information
- Email sent to specific college approver
The CEU System

Course Details

- Add/View Sections
- CEU Approval Status

MSU CEU Course Information

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>Original Date Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>0320</td>
<td>Incipient Fire Fighting Basic (IF2)</td>
<td>2/9/2005</td>
</tr>
</tbody>
</table>

Activity Description

This course will provide participants with the knowledge and skills required to control incipient fires using portable fire extinguishers and low-volume hoses. During the program, participants will extinguish 4 to 6 fires generated by a propane-fueled simulator.

No. of Instructional Hours | No. of CEUs Requested
----------------------------|------------------------
24                           | 2.4                    

Target Audience

ERT members, fire protection officers, security guards, and security supervisors.

Overall Goal/Objective of Program

Include 3-5 sentence statement.

Specific Learning Outcomes for Participants

Include 3-5 sentence statement.

Program Agenda

The agenda should show precise hour-by-hour activities so that instructional (contact) hours may be verified. Training sessions longer than two and a half hours must include a 15 minute break. Welcome, breaks, and meal times are not included in the contact hours. Describe other aspects of the training such as methodologies, instructional aids, learning materials, etc. to identify the specific training proposed. Please send/email the agenda to Dr. Sandra Burke Phillips, Coordinator of CEUs, 106 Administration Building (sburke@msu.edu).

<table>
<thead>
<tr>
<th>MAU</th>
<th>Department</th>
<th>Dept Code</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Criminal Justice</td>
<td>206</td>
<td>22-2222</td>
</tr>
</tbody>
</table>

Course Initiation

Sparty Administrator (schefftl@msu.edu), Social Science

<table>
<thead>
<tr>
<th>Course Approval</th>
<th>No. of CEUs Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting for College Approval</td>
<td>Waiting for CEU Approval</td>
</tr>
</tbody>
</table>
The CEU System

Section Details

- Add Multiple Sections
### MSU CEU Course Information

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>Original Date Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>8523</td>
<td>Incipient Fire Fighting Basic (IF2)</td>
<td>2/8/2006</td>
</tr>
</tbody>
</table>

**Activity Description**

This course will provide participants with the knowledge and skills required to control incipient fires using portable fire extinguishers and low-volume hoses. During the program, participants will extinguish 4 to 6 fires generated by a propane-fueled simulator.

**No. of Instructional Hours**

<table>
<thead>
<tr>
<th>No. of Instructional Hours</th>
<th>No. of CEUs Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>2.4</td>
</tr>
</tbody>
</table>

**Target Audience**

ERT members, fire protection officers, security guards, and security supervisors.

**Overall Goal/Objective of Program**

Include a 5-sentence statement.

This program will give the participants knowledge in the area of Basic Incipient Fire Fighting.

**Specific Learning Outcomes for Participants**

Include a 5-sentence statement.

Participants will be able to enhance knowledge and skills required to control incipient fires using portable fire extinguishers and low-volume hoses. Participants will also be involved in a live fire simulator exercise.

**Program Agenda**

The agenda should show precise hour-by-hour activities so that instructional (contact) hours may be verified. Training sessions longer than two and a half hours must include a 15 minute break. Welcome, breaks, and meal times are not included in the contact hours. Describe other aspects of the training such as methodologies, instructional aids, learning materials, etc. to identify the specific training proposed. Please send/email the agenda to Dr. Sandra Duke Phillips, Coordinator of CEUs, 100 Administration Building (shuke@msu.edu).

<table>
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<tr>
<th>MAU</th>
<th>Department</th>
<th>Dept Code</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Criminal Justice</td>
<td>205</td>
<td>22-2222</td>
</tr>
</tbody>
</table>

**Course Initiation**

Sparty Administrator (shume@msu.edu), Social Science

**Course Approved?**

- Yes
- No

**Submit Approval Decision**

Thank you - your decision has been recorded.

Click here to proceed...
The CEU System

CEU Coordinator Approval & Status

Courses waiting for review

Waiting for State Board review

Outstanding Processes
- Waiting for Record Processing
- Past Due Participant Lists
- Waiting for Associate Dean Review

CEU Courses Waiting for Approval
To review a course for approval, click the ✓ next to a course.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>Original Date Requested</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>8528</td>
<td>Incipient Fire Fighting Basic (IF2)</td>
<td>2/3/2005</td>
<td></td>
</tr>
</tbody>
</table>

SB Sections Waiting for Number
To review a section for SB number, click the ✓ next to a section.

There are no existing SB Sections waiting for a SB Number.

Return To RO Forms Menu

Status of CEU Other Processes
Courses waiting for RO Processing

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>College</th>
<th>Requestor</th>
<th>Email Notice ID</th>
<th>Request Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8314</td>
<td>Hazardous Materials Refresher (ERR)</td>
<td>Social Science</td>
<td>Cheryl Luick</td>
<td>kalin</td>
<td>2/7/2005</td>
</tr>
<tr>
<td>8431</td>
<td>Incident Management System + IMS</td>
<td>Social Science</td>
<td>Cheryl Luick</td>
<td>kalin</td>
<td>2/7/2005</td>
</tr>
</tbody>
</table>

Past Due Participant Lists
There are no past due participant lists.

Courses waiting for College Approval

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>College</th>
<th>Requestor</th>
<th>Email Notice ID</th>
<th>Request Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8523</td>
<td>NMCPG FOUNDATIONS OF EFFECTIVE LEADERSHIP: SUCCESS IN SUPERVISION</td>
<td>Social Science</td>
<td>Audrey Martini</td>
<td>kalin</td>
<td>1/20/2005</td>
</tr>
</tbody>
</table>
The CEU System

CEU Coordinator Approval

Course Number | Activity Title | Original Date Requested
---|---|---
8528 | Incipient Fire Fighting Basic (IF2) | 2/8/2005

Activity Description
This course will provide participants with the knowledge and skills required to control incipient fires using portable fire extinguishers and low-volume hoses. During the program, participants will extinguish 4 to 6 fires generated by a propane-fueled simulator.

<table>
<thead>
<tr>
<th>No. of Instructional Hours</th>
<th>No. of CEUs Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>24</td>
</tr>
</tbody>
</table>

Target Audience
CERT members, fire protection officers, security guards, and security supervisors.

Overall Goal/Objective of Program
Include 3-5 sentence statement.

Specific Learning Outcomes for Participants
Include 3-5 sentence statements.

Program Agenda
The agenda should also include a second hour-long activity so that instructional (lecture) hours may be verified. Training sessions longer than two and a half hours must include a 15 minute break. Welcome, breaks, and meal times are not included in the contact hours. Describe other aspects of the training such as methodologies, instructional aids, learning materials, etc. to identify the specific training program. Please send/email the agenda to Dr. Sandra Phillips, Coordinator of CEUs, S&H Administration Building (schutte@msu.edu).

Section Detail
<table>
<thead>
<tr>
<th>Section Number</th>
<th>Start Date - End Date</th>
<th>Specify Daily meeting dates and times</th>
<th>County City Building</th>
<th>No. of Presenters Presenter Names</th>
</tr>
</thead>
</table>

College Approved?
College Approved on 2/3/2005 9:20:47 AM

Course Approved? | CEUs Approved? | CEU approved different than requested?
---|---|---
Yes | Yes | No

Message for Sporty Administrator, course submitter.
If left blank, no message will be sent.
If you want to send an email, but you have no message, just type a dash (-) in the box.

Copy the College approver (schutte) in the email?
---
Yes | No
The CEU System

Department Adds Participants and Finalizes Section

---

**MSU CEU Course/Section Information**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>Section</th>
<th>CEU Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>8528</td>
<td>Incipient Fire Fighting Basic (IF2)</td>
<td>90</td>
<td>2.4</td>
</tr>
</tbody>
</table>

**Activity Description**

This course will provide participants with the knowledge and skills required to control portable fire extinguishers and low-volume hoses. During the program, participants will extinct a fire generated by a propane-fueled simulator.

**Course Initiation**

Sparty Administrator (scheuett@msu.edu), Social Science

**Course Approval**

Collage Approved on 2/21/2005 9:20:07 AM  
CEU Approved on 2/22/2005 9:46:59 AM

**Participant List**

<table>
<thead>
<tr>
<th>SSN</th>
<th>Name</th>
<th>Address</th>
<th>CEU Earned</th>
<th>Add Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456780</td>
<td>Fire</td>
<td>123 Pine Street, East Lansing, MI 48823</td>
<td>2.4</td>
<td>☑</td>
</tr>
<tr>
<td>123456789</td>
<td>Schmoe</td>
<td>456 Chestnut, East Lansing, MI 48823</td>
<td>2.4</td>
<td>☑</td>
</tr>
</tbody>
</table>

**Number of Participants = 2**

CEU Earned will be 0 (zero) until the course has been approved. Once the course has been approved, the CEU Earned can be updated. Click on the ☑ button next to each participant to update his/her CEU Earned.

---

**New Participant Information for SSN # 123456789**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Student</td>
<td>123 Pine</td>
<td>East Lansing</td>
</tr>
</tbody>
</table>

**State**

MI

**Zip**

48823

---

**Finalize Section/Participant List**

Are you sure want to finalize this participant list? Once finalized, no changes to the list are allowed.

- Yes, I'm done! Finalize it and submit to the POI
- Oops, I'm not done. return me to the participant list
The CEU System

RO Processing

CEU Courses Waiting for Processing

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>Original Date Requested</th>
<th>Section Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>0014</td>
<td>Hazardous Materials Refresher (ERR)</td>
<td>2/7/2005</td>
<td>050</td>
</tr>
<tr>
<td>0014</td>
<td>Hazardous Materials Refresher (ERR)</td>
<td>2/7/2005</td>
<td>051</td>
</tr>
<tr>
<td>0014</td>
<td>Hazardous Materials Refresher (ERR)</td>
<td>2/7/2005</td>
<td>052</td>
</tr>
<tr>
<td>0481</td>
<td>Incident Management System + IMS</td>
<td>2/7/2005</td>
<td>007</td>
</tr>
<tr>
<td>0481</td>
<td>Incident Management System + IMS</td>
<td>2/7/2005</td>
<td>008</td>
</tr>
<tr>
<td>8528</td>
<td>Inpatient Fire Fighting Basic (IRF)</td>
<td>2/8/2005</td>
<td>001</td>
</tr>
</tbody>
</table>

Waiting for Official Record Print & Send

Outstanding Processes
- Waiting for CEU Coordinator Approval
- Waiting for SB Review
- Waiting for Associate Dean Review
The CEU System

RO Generates & Prints Official Records

| Jane Guel Administrator, RO | Return to List of Courses Print Records |

| **MSU CEU Course/Section Information** |
|------------------------------|-------------------------------|
| Course Number | Activity Title | Section Number |
| 8528 | Incipient Fire Fighting Basic (IFF) | 001 |

**Activity Description**

This course will provide participants with the knowledge and skills required to control incipient fires using portable fire extinguishers and low-volume hoses. During the program, participants will extinguish up to 6 fires generated by a propane-fueled simulator.

**Course Initiation**

Sparty Administrator (schumcr1@msu.edu), Social Science

<table>
<thead>
<tr>
<th>Course Approval</th>
<th>No. of CEUs Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Approved on 2/21/2005 9:30:47 AM</td>
<td>2.4</td>
</tr>
<tr>
<td>CEU Approved on 2/21/2005 9:46:59 AM</td>
<td>2.4</td>
</tr>
</tbody>
</table>

**Final Participant List**

Finalized by schumcr1 on 2/21/2005 9:51:16 AM

<table>
<thead>
<tr>
<th>SSN</th>
<th>Name</th>
<th>Address</th>
<th>CEU Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>Fire Student</td>
<td>125 Pine Street, East Lansing, MI 48823</td>
<td>2.4</td>
</tr>
<tr>
<td>123426789</td>
<td>Joe Schmoe</td>
<td>456 Chestnut, East Lansing, MI 48823</td>
<td>2.4</td>
</tr>
</tbody>
</table>

Number of Participants = 2

---

**Incipient Fire Fighting Basic (IFF)**

Course: 8528, Section: 001

This course will provide participants with the knowledge and skills required to control incipient fires using portable fire extinguishers and low-volume hoses. During the program, participants will extinguish up to 6 fires generated by a propane-fueled simulator.


Lansing

Sponsored by: Social Science

CEU Earned: 2.4

240 contact hours

**ADVISORY:** This training may be used for the CDA (Child Development Associate) credential if appropriate. For educators seeking credits toward Michigan Education Certificate Renewal, this training was not approved for State Board credits.

Dr. Sandra Duke Phillips, CEU Coordinator
125 Administration Building
East Lansing, MI 48824-0220
(517) 422-4716

MSU is an affirmative-action, equal opportunity institution.
The CEU System

CEU Archives

CEU Courses Archive

To view course/section/participant list information, click the ▶️ next to a course.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Activity Title</th>
<th>Original Date Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>8528</td>
<td>Incipient Fire Fighting Basic (IF2)</td>
<td>2/8/2005</td>
</tr>
<tr>
<td>852E8B</td>
<td>8th Annual Education Conference</td>
<td>1/28/2005</td>
</tr>
<tr>
<td>8526SSB</td>
<td>Using Reader Response to Foster Collaborative and Inquiry-Based Learning</td>
<td>1/21/2005</td>
</tr>
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<td>0524SD</td>
<td>Getting Creative about Teaching Technical Writing: An Introduction to Integrating Technical Writing</td>
<td>1/21/2005</td>
</tr>
<tr>
<td>8523</td>
<td>NMCPC FOUNDATIONS OF EFFECTIVE LEADERSHIP: SUCCESS IN SUPERVISION</td>
<td>1/20/2006</td>
</tr>
<tr>
<td>8522</td>
<td>Serving Crime Victims with a Physical and/or Cognitive Disability</td>
<td>1/17/2005</td>
</tr>
<tr>
<td>8520</td>
<td>2003 National Electrical Code Review</td>
<td>1/14/2005</td>
</tr>
<tr>
<td>419</td>
<td>Infection Control</td>
<td>10/15/1975</td>
</tr>
<tr>
<td>127</td>
<td>Infection Control</td>
<td>10/15/1975</td>
</tr>
<tr>
<td>112</td>
<td>Assess &amp; Establish Needs of Pat</td>
<td>9/22/1975</td>
</tr>
<tr>
<td>134</td>
<td>Assess &amp; Establish Needs</td>
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<td>109</td>
<td>Your Nursing Practice</td>
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<td>Nursing Care Pat Fol Inte</td>
<td>6/16/1975</td>
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<td>236</td>
<td>Epidemiological Patterns</td>
<td>4/2/1975</td>
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<td>126</td>
<td>Epidemiology Patterns</td>
<td>4/2/1975</td>
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<td>100</td>
<td>Human Relations &amp; Managers</td>
<td>9/26/1974</td>
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<tr>
<td>059</td>
<td>Neutral-To-Earth Voltage Evaluator Train</td>
<td>2/25/1972</td>
</tr>
</tbody>
</table>

...records back to 1972

Return To Forms Menu
New online system
• Custom to MSU
• Built in-house < 2 months
• Launched September, 2001
• System Stats:
  • 500+ Courses
  • 2,000 Sections
  • 17,500 Participant Records
  • 100 Registered Department/College Administrators
• Archived from Old System
  • 2,300 Courses
  • 3,500 Sections
  • 98,500 Participant Records
  • …Oldest electronic record…February, 1972…
Benefits of the CEU System

- Improved integrity – authorization users clearly defined in security system
- Enhanced tracking – status of a CEU application can be determined at any time by any authorized user
- Staff: 1 part-time clerical, 1 part-time coordinator position
- Decreased turn-around time from application to record in participant’s hands
- Secured records retention and retrieval
- Standardized the CEU process
The Online CEU (Continuing Education Units) Course System: How to go paperless

Dr. Sandra Buike Phillips, Coordinator Summer Study and Lifelong Education Student Affairs
sbuike@msu.edu

Kristin Schuette, Information Technologist
schuett1@msu.edu