Comparison Document of the ANSI/IACET Standard for Continuing Education and Training

For versions 1-2013 and 1-2018

ANSI/IACET Standard for Continuing Education and Training
Comparison of 1-2013 and ANSI/IACET 1-2018 Versions

ANSI/IACET Standard Comparison Document

The following pages have been designed for comparison purposes only. The changes annotated may or may not be inclusive of all changes. This document is separate from, and is not to be confused with, the ANSI/IACET 1-2018 Standard for Continuing Education and Training.
The purpose of this document is to show the changes and evolution within the ANSI/IACET Standard between the 1-2013 and 1-2018 versions.

Word Usage in BSR/IACET 1-2018- *"shall"*, *"should"*, *"may"* and *"can":*

➢ The word ***shall*** is used to indicate mandatory requirements to be strictly followed in order to conform to the standard (*shall* equals *is required to*).
➢ The word ***should*** is used to indicate that, among several possibilities, one is recommended as particularly necessarily required (*should* equals *is recommended that*).
➢ The word ***may*** is used to indicate a course of action permissible within the limits of the standard (*may* equals *is permitted to*).
➢ The word ***can*** is used for statements of possibility and capability, whether material, physical or causal (*can* equals *is able to*).

"Guidance" language can be found within the Accredited Provider application.

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ANSI/IACET 1-2013	ANSI/IACET 1-2018	Notes About Significant Changes
Learning Category Definitions (10 plus 31 elements)	**Standard Categories (9 plus 34 elements)**	
Continuing Education and Training Organization (1): The Provider supports the development, administration and delivery of continuing education and training (CE/T) within the organization.	**Organization, Responsibility, and Control (8):** The Provider supports the development, administration and delivery of continuing education and training (CE/T) within the organization. The Provider has assigned responsibility for administering continuing education and training (CE/T) to a specific unit within the organization and periodically reviews its policies and procedures to ensure they continually meet the ANSI/IACET 1-2018 Standard.	Category 1 was expanded from 1 element to 8 elements
Responsibility and Control (3): The Provider has assigned responsibility for administering continuing education and training (CE/T) to a specific unit within the organization and periodically reviews its policies and procedures to ensure they continually meet the ANSI/IACET 1-2013 Standard.		Combined with Category 1
Learning Environment and Support Systems (3): An appropriate learning environment and support services for each learning event ensure the achievement of the planned learning outcomes.	**Learning Environment and Support Systems (5):** An appropriate learning environment and support services for each learning event ensure the achievement of the planned learning outcomes.	Now Category 2
Learning Event Planning (3): Learning events are planned on the basis of the results of a needs assessment that identifies the learning needs of a specific audience.	**Needs Analysis (1):** Learning events are planned based on the results of a needs assessment that identifies the learning needs of a specific audience.	Now Category 4
Learning Outcomes (1): Learning event outcomes are planned with a set of clear and specific written statements of intended learning outcomes that address the needs of a specific audience.	**Learning Outcomes (2):** Learning event outcomes are planned with a set of clear and specific written statements of intended learning outcomes that address the needs of a specific audience.	Now Category 5
Planning and Instructional Personnel (5): Qualified personnel plan and conduct each learning event.	**Planning and Instructional Personnel (3):** Qualified personnel plan and conduct each learning event.	Now Category 3
Content and Instructional Methods (4): Content and instructional methods are appropriate for each learning outcome.	**Content and Instructional Requirements (5):** Content and instructional methods are appropriate for each learning outcome.	Now Category 6
Assessment of Learning Outcomes (3): Assessment procedures established during event planning are used to determine whether the learning outcomes have been achieved.	**Assessment of Learning Outcomes (2):** Assessment procedures established during event planning are used to determine whether the learning outcomes have been achieved.	Now Category 7
Awarding CEUs and Maintaining Learner Records (4): The Provider maintains a record of the CEUs awarded to each learner.	**Awarding the IACET CEU and Maintaining Learner Records (6):** The Provider maintains a record of the IACET CEUs awarded to each learner.	Now Category 8
Program Evaluation (3): Upon completion each learning event is	**Evaluation of Learning Events (2):** Upon completion, each learning	Now Category 9

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ANSI/IACET 1-2013	ANSI/IACET 1-2018	Notes About Significant
evaluated, for purposes of continuous improvement.	event is evaluated for purposes of continuous improvement.	

ANSI/IACET 1-2013	ANSI/IACET 1-2018	Notes About Significant
Category 1: Continuing Education and Training Organization (1)	**Category 1: Organization, Responsibility, and Control (8)**	Title changed
	1.1 The Provider shall be incorporated, registered or otherwise recognized as a legal entity.	New requirement in the Standard
1.1 The Provider shall support the development, administration and delivery of the training it provides with a mission statement, statement of goals and/or other documentation.	1.2 The Provider shall support the development, administration and delivery of the training it provides with a mission statement, statement of goals and/or other strategic documentation.	
	1.3 The Provider shall identify the unit and position(s) within the organization responsible for compliance with the ANSI/IACET 1-2018 Standard for Continuing Education and Training.	Previous 2.2
	1.4 The Provider shall have a process to measure effectiveness of its development, administration, delivery and support of its education/training.	New requirement in the Standard
	1.5 The Provider shall have a periodic internal review process that ensures adherence to the current ANSI/IACET1-2018 Standard for Continuing Education and Training.	Previous 2.1
	1.6 The Provider shall have an anti-discrimination policy statement.	Previous 6.3
	1.7 The Provider shall have a policy that requires disclosure of any instructor's proprietary interest in products, instruments, devices or materials; this disclosure must be included in all marketing materials and at the beginning of the learning event.	Previous 6.4
	1.8 The Provider shall have a policy regarding intellectual and legal property rights for all material used in its learning event.	Previous 6.5
Category 2: Responsibility and Control (3)		
2.1 The Provider shall have a periodic internal review process that ensures adherence to the current ANSI/IACET 1-2013 Standard.		Moved to 1.5
2.2 The Provider shall identify the position within the organization that is responsible for conducting the review process that ensures compliance with the ANSI/IACET 1-2013 Standard.		Moved to 1.3

ANSI/IACET 1-2013	ANSI/IACET 1-2018	Notes About Significant
2.3 The Provider shall have a process for CEUs and recording the number of CEUs awarded for each learning event. The Provider shall identify contact time for each learning event, and ensure a systematic process is applied to calculate the number of CEUs awarded. Reassessments shall take place in the event of a major change to the learning event, including content, method of delivery, change in equipment/software, or demographic audience.		Moved to 6.3
Category 3: The Learning Environment and Support Systems (3)	**Category 2: Learning Environment and Support Systems (5)**	
3.1 The Provider shall ensure there is an appropriate learning environment, instructional and learning resources for instructors, learners and staff.	2.1 The Provider shall ensure relevant instructional and learning resources are available for instructors, learners and staff.	
3.2 The Provider shall assess the learning environment to ensure it supports the achievement of learning outcomes.	2.2 The Provider shall have a process to ensure learning environments support the achievement of learning outcomes.	
	2.3 The Provider shall have a process to disseminate information including, but not limited to, the learning outcomes, criteria to earn the IACET CEU, prerequisites and other requirements in advance of the learning event.	Previous 4.3
3.3 Support services shall be available to instructors and learners to enhance the learning event. Such services can include registration procedures, signage, seating arrangements, audio-visual support, equipment, refreshments, program evaluation, follow-up, et cetera.	2.4 The Provider shall ensure support services for the learners prior to, during and following the learning event.	This was divided into two elements (new 2.4 and new 2.5)
	2.5 The Provider shall ensure administrative and technical support services are available to instructors, instructional design and development staff, program evaluators and administrators prior to, during and following the learning event.	This element previously was addressed in 2.4.
Category 4: Learning Event Planning (3)	**Category 4: Needs Analysis (1)**	Title changed
4.1 The Provider shall have a process for identifying how content is determined. The process shall include information about how the needs are periodically evaluated to support the currency and relevancy of the learning event content.	4.1 The Provider shall have a process for conducting a formal needs analysis for the learning event that guides the development of planned learning outcomes and learning event design.	
4.2 The Provider shall document the relationship between needs analysis and planned learning outcomes.		Moved to 5.2
4.3 The Provider shall present complete, accurate and timely information about the learning experience. This information		Moved to 2.3

ANSI/IACET 1-2013	ANSI/IACET 1-2018	Notes About Significant
shall be made available to learners in advance of the learning event.		
Category 5: Learning Outcomes (1)	**Category 5: Learning Outcomes (2)**	
5.1 The Provider shall have learning outcomes that are clear, specific, and measurable, and that reflect what learners will achieve in each learning event.	5.1 The Provider shall have learning outcomes that are specific and measurable, achievable, realistic and time-based.	
	5.2 The Provider shall document the relationship between needs analysis and planned learning outcomes.	Previous 4.2
Category 6: Planning and Instructional Personnel (5)	**Category 3: Planning and Instructional Personnel (3)**	
6.1 The Provider shall document that individuals involved in the design, development, delivery and evaluation of learning events are qualified to perform their assigned tasks. The individuals shall meet the following minimum requirements: ✓ Competent in the learning event content ✓ Credentialed and/or trained in planning and/or facilitating the learning event ✓ Knowledgeable in instructional methods and learning processes	3.1 The Provider shall have a policy that individuals involved in the design, development, delivery and evaluation of learning events are qualified to perform their tasks.	
6.2 The Provider shall have a process in place to document individuals' professional development activities for purposes of ensuring those who are involved in the design, development and delivery of learning events remain current in subject matter material and learning methods.	3.2 The Provider shall have a process that requires regular performance evaluations of instructors, instructional design and development staff, program evaluators and administrators.	
6.3 The Provider shall have a policy that demonstrates they do not discriminate or make explicit references of a discriminatory nature based on gender, ethnicity, religion, age, disability, socioeconomic status, and/or sexual orientation.		Moved to 1.6
6.4 The Provider shall have a policy that discloses to learners, prior to the start of the learning event, any instructor's proprietary interest in products, instruments, devices, services or materials discussed, as well as the source of any compensation related to the presentation.		Moved to 1.7
6.5 The Provider shall have a policy that respects intellectual and legal property rights for any material used in its learning		Moved to 1.8

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events.		
	3.3 The Provider shall have a process to document individuals' professional development activities for ensuring those who are involved in the design, development and delivery of learning events remain current in subject matter material and learning methods.	New requirement in the Standard
Category 7: Content and Instructional Methods (4)	**Category 6: Content and Instructional Requirements (5)**	
7.1 The Provider shall have a process in place to ensure the selected content logically supports the learning outcomes.	6.1 The Provider shall have a process to ensure the selected content logically supports the learning outcomes.	
7.2 The Provider shall demonstrate that instructional methods are appropriately matched to achieve the learning outcomes.	6.2 The Provider shall have a policy to review course content for quality, currency, effectiveness and applicability.	New requirement in the Standard
7.3 The Provider shall demonstrate that instructional methods accommodate multiple learning styles, and that, by their very design, these methods promote interaction between and among learners, instructors and learning resources, to achieve the stated learning outcomes.		Included in 6.3
	6.3 The Provider shall have a process to ensure instructional methods are appropriately matched to achieve the learning outcomes and to incorporate adult learning principles.	Previous 2.3
	6.4 The Provider shall have a process for calculating and recording the IACET CEU for learning events.	
7.4 Instructional delivery shall include discussion of learning outcomes and requirements to earn CEUs at the beginning of the learning event.	6.5 Instructional delivery shall include communicating of learning outcomes and requirements to earn the IACET CEU at the beginning of the learning event.	
Category 8: Assessment of Learning Outcomes (3)	**Category 7: Assessment of Learning Outcomes (2)**	
8.1 The Provider shall provide evidence of the assessment methods used to determine whether learners have achieved each of the planned learning outcomes selected during event planning.	7.1 Assessment methods shall measure the achievement of learning outcomes.	
8.2 Assessment methods shall measure the achievement of learning outcomes.	7.2 The Provider shall have a process to ensure learners have achieved the learning outcomes through the learning assessment.	
8.3 The Provider shall have a process in place whereby learners are given feedback on their mastery of learning outcomes.		Included in 7.2

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Category 9: System for Awarding CEUs and Maintaining Learner Records (4)	**Category 8: Awarding CEUs and Maintaining Learner Records (6)**	
	8.1 The Provider shall have a process verifying that the learner who registers and participates in the learning event is the same learner who receives the IACET CEU.	New requirement in the Standard
9.1 The Provider shall have a process in place to identify and inform learners if they have met the established criteria for successful completion of each learning event, and if they qualify for CEUs.	8.2 The Provider shall have a process to identify and inform learners if they have or have not met the established criteria for earning the IACET CEU.	
	8.3 The Provider shall recognize successful completion of the established criteria either through a certificate of completion or a training transcript.	New requirement in the Standard
9.2 The Provider shall maintain a learner record system, including backup, containing all required information. The Provider shall provide documentation of an operational recordkeeping system, including backup, for each learner and learning event, including: 1. Provider's name and address 2. Learner's name and/or unique identification 3. Learning event title 4. Completion date of the learning event 5. Number of CEUs awarded. *If units other than CEUs are awarded, the transcript shall include a conversion formula or explanation so the equivalent number of CEUs can be determined.* 6. Description of codes used, if any.	8.4 The Provider shall maintain an operational recordkeeping system, including backup, for each learner and learning event, including the following: 1) Provider's name and address. 2) Learner's name and/or unique identification. 3) Learning event title. 4) Learning event completion date. 5) Number of the IACET CEU awarded. 6) Description of codes used, if any.	
9.3 The Provider shall have a process to maintain training records and make them available to learners for a minimum of seven (7) years.	8. 5 The Provider shall have a process to maintain training records and make them available to learners for a minimum of seven (7) years.	
9.4 The Provider shall have a policy in place for ensuring the privacy and information security of learners' records. The policy shall address the role of information input, maintenance, release and the issuance of learners' records following completion of a learning event.	8. 6 The Provider shall have a policy for ensuring the privacy and information security of learners' records that addresses the role of information input, maintenance, release and issuance of learners' records following learning event completion.	

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Category 10: Program Evaluation (4)	**Category 9: Evaluation of Learning Events (7)**	Title changed
10.1 The Provider shall have a process in place for the systematic evaluation of learning events. The evaluation shall be comprehensive and address the total learning experience to include data collection about the learning event.	9.1 The Provider shall have a process that requires the comprehensive, systematic evaluation of the learning events.	
10.2 The Provider shall conduct timely post program reviews of the evaluation results, and ensure they are incorporated into a continuous improvement process for learning events.	9.2 The Provider shall have a process for analyzing learning event evaluation results and sharing them with instructors, instructional design and development staff, program evaluators and administrators to ensure these results are incorporated into continuous process improvement for the specific learning event and future learning events.	
10.3 The Provider shall have a process in place for providing program evaluation results to instructors and other individuals involved in the event planning.		Included in 9.2
Annex - 1 Key Terms	**Key Terms**	Removed from Standard and moved to Resources
	The Key Terms has been updated to define new terms pertaining to the updated Standard and Application. Existing terms have also been updated as needed.	
Annex – 2 Kirkpatrick's Learning and Training Evaluation Theory	**Kirkpatrick's Learning and Training Evaluation Theory**	Removed from Standard and moved to Resources
	Added visual model of Kirkpatrick's evaluation levels. Added information on other evaluation models.	
Annex - 3 Bloom's Taxonomy	**Bloom's Taxonomy**	Removed from Standard and moved to Resources
	Added updated model introduced by Andrew Churches in 2007. Added information on other taxonomies.	