

IACET
The Standard for Lifelong Learning
BSR/IACET 1-201X

**Standard for
Continuing Education and Training**

OVERVIEW: The proposed Standard is a revision of the ANSI/IACET 1-2013 Standard for Continuing Education and Training which defines a proven model for developing effective and valuable continuing education and training programs.

Every five years, IACET makes its scheduled update to the IACET Standard for Continuing Education and Training. The changes noted in this proposal emanate from the formation of a consensus body of provider organizations and individual members representing the following interest categories:

- For Profit
- Non-Profit
- Government
- General Interest/Other

The consensus body (the IACET Council on Standards Development-ICSD) complies with the ANSI-accredited IACET Council on Standards Development Procedures for American National Standards. The ICSD provides individual comments representative of their interest categor(ies), as well as considering the comments and feedback collected by IACET staff that have been gathered by IACET Board members, Commissioners, workshop/webinar facilitators and staff during the period the current Standard has been in place. Once the ICSD has reached a consensus on its preliminary proposal, the draft is released for review and comment via website posting available to any interested party. It is also published in the ANSI Standards Action for public review and comment for a period of 45 days. Any iterative public reviews and deliberations occur based on the ANSI Essential Requirements.

Except for this overview (Page 1) this entire document is open for public comment for 45 days. After the 45-day period, if iterative reviews are required, only the affected Categories or Elements will be open for public review. Please use this [online form](#) to submit your comments. *Please submit comments by identifying the Category and Element numbers.*

To review a PDF of the draft IACET 2018 Standard, please [click here](#).
If you have questions, please contact Tracey Naughton at [tนาughton@iacet.org](mailto:tnaughton@iacet.org) or call 703-234-4097.

Commented [TN1]: This Overview is not part of the DRAFT of the 2018 IACET Standard and is not open for public comment. The ANNEXES are not a part of the DRAFT of the 2018 IACET Standard and are not included in this public review period. The annexes are:

- The Glossary (aka "Key Terms")
- Bloom's Taxonomy
- Kirkpatrick's Model

Category 1: Organization, Responsibility and Control

*Items in red font are new elements or elements moved from another Category and edited.
Items Under-scored represent a change in verbiage.*

- 1.1 The Provider shall be incorporated, registered or otherwise recognized as a legal entity.
- 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 that is responsible for compliance with the ANSI/IACET 1-2018 Standard for Continuing Education and Training.
- 1.4 The Provider shall have a process to measure effectiveness of its support of the development, administration and delivery of the training it provides.
- 1.5 The Provider shall have a periodic internal review process that ensures adherence to the current IACET1-2018 Standard for Continuing Education and Training.
- 1.6 The Provider shall have an anti-discrimination policy statement.
- 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.
- 1.8 The Provider shall have a policy regarding intellectual and legal property rights for all material used in its learning event.

Commented [TN2]: Category 1 was renamed from "CE/T Organization" in the 1-2013 IACET Standard to "Organization, Responsibility and Control" in the DRAFT of the 2018 IACET Standard.

Rationale: The new name better reflects the elements that were moved and added to this category to better clarify organizational requirements vs. event requirements.

Commented [TN3]: Wherever "Authorized Provider" occurs, it will be changed to "Provider".

Rationale: The Provider nomenclature was changed to "Accredited Provider" and "Authorized Provider" is no longer used. However, for the DRAFT of the 2018 IACET Standard, the reference should simply be "Provider" since new applicants are not yet accredited by IACET.

Rationale Element 1.1: This new element includes as a Standard what is required to enhance clarity of roles and responsibilities and to more clearly identify what organization is responsible for compliance.

Commented [TN4]: Rationale for adding 1.3 – 1.8

1.3: This change was made to clarify what the applicant must provide, which is to identify the organization, and/or the department and the staff that are responsible for compliance with the Standard.

1.4: To identify the appropriate analytics, metrics and evaluation tools and to develop a process to measure and ensure effectiveness of programs.

1.5: To include a periodic review process to ensure continued compliance to the Standard.

1.6 – 1.8: Were moved from the 1-2013 IACET Standard, Category 6, since they better relate to new Category 1 in the DRAFT of the 2018 IACET Standard.

Commented [TN5]: 1.6 Rationale: Eliminated specific examples so the that policy statement is all-inclusive. Further discussion on who the anti-discrimination policy applies will be included in Guidance.

Commented [TN6]: 1.7 Rationale: Was reworded for clarification..

Category 2: Learning Environment and Support Systems

*Items in red font are new elements or elements moved from another Category and edited.
Items Under-scored represent a change in verbiage.*

2.1 The Provider shall ensure there are relevant instructional and learning resources for instructors, learners, and staff.

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 CEUs, prerequisites and other requirements in advance of the learning event.

2.4 The Provider shall provide support services for the learners prior to, during and following the learning event.

For further clarification, refer to the term, "Support Services" as defined in the Key Terms section of the Guidance.

2.5 The Provider shall provide administrative and technical support to instructors, instructional design and development staff, program evaluators and administrators prior to, during and following the learning event.

For further clarification, refer to the term, "Support Services" as defined in the Key Terms section of the Guidance.

Commented [TN7]:

The original Category 2 (RESPONSIBILITY AND CONTROL) was eliminated.

Rationale: The 1-2013 IACET Elements 2.1 and 2.2 were moved to Category 1 where organization and responsibility are addressed. For the 1-2013 IACET Element 2.3 (instructions on how CEUs are to be calculated) was moved to Guidance. Other elements concerning the CEUs are addressed in Category 8 of the DRAFT of the 2018 IACET Standard.

Commented [TN8]:

This is a new element.

Rationale: The IACET 2013 Element 4.3 was moved from the previous Category 4 to 2.3 and reworded to incorporate a process to be followed in advance of the learning event.

Commented [TN9]:

The ANNEXES that were a part of the 1-2013 IACET Standard have been moved to Guidance in the DRAFT for the 2018 IACET Standard.

Commented [TN10]: The original 1-2013 OACET Element 3.3 was split out in the DRAFT of the 2018 IACET Standard into 2.4 and 2.5 and the verbiage changed for clarity.

Rationale: To separate the learners and the instructors into unique elements.

Commented [TN11]: The ANNEXES that were a part of the 1-2013 IACET Standard have been moved to Guidance for the DRAFT of the 2018 IACET Standard.

Category 3: Needs Analysis

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3.1 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. The process shall include information about how the learning event needs are periodically evaluated to support the currency and relevancy of the program content.

Commented [TN12]: Category 3 (previously 1-2013 IACET Standard, Category 4: Learning Event Planning) was renamed to "Needs Analysis". The Needs Analysis guidance that will accompany the final 2018 IACET Standard will be expanded by the Guidance/Resources Task Force.

Commented [TN13]: Element 3.1 (previously 4.1) was completely reworded for clarity and now incorporates the previous 4.2. Element 4.3 was moved to Element 2.3 with learning events.
Rationale: Reorganized and reworded to add clarity and simplicity and to better explain how the needs and learning outcomes will be related.

Category 4: Learning Outcomes

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4.1 The Provider shall have learning outcomes that are clear, specific and measurable that are based on the results of the needs analysis.

For more information about learning outcomes, please refer to *Bloom's Taxonomy* in Guidance.

4.2 The Provider shall document the relationship between needs analysis and planned learning outcomes.

Commented [TN14]: Learning outcomes are defined and further documented in the Guidance section of the DRAFT of the 2018 IACET Standard.

Commented [TN15]: The ANNEXES that were a part of the 1-2013 IACET Standard have been moved to Guidance for the DRAFT of the 2018 IACET Standard.

Commented [TN16]: The Guidance documentation in the DRAFT of the 2018 IACET Standard will include a Design Document as an example.

Category 5: Planning and Instructional Personnel

*Items in red font are new elements or elements moved from another Category and edited.
Items Under-scored represent a change in verbiage.*

5.1 The Provider shall document that individuals involved in the design, development, delivery and evaluation of learning events are qualified to perform their assigned tasks.

5.2 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.

Commented [TN17]: A list of skills will be provided in the Guidance documentation of the DRAFT of the 2018 IACET Standard.

Commented [TN18]: This verbiage did not change. The list of the minimum requirements for meeting this standard were moved to Guidance in the DRAFT of the 2018 IACET Standard.
Rationale: There is more flexibility in keeping the requirements current if they are a part of Guidance versus the Standard. During the review, the IACET Commissioners should evaluate if the appropriate minimum requirements are being stated by the Provider.

Commented [TN19]: The IACET 2013 Elements 6.3, 6.4 and 6.5 were moved to Category 1 as 1.6, 1.7 and 1.8, respectively.
Rationale: Those elements relate to Organization, Responsibility and Control.

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Category 6: Content and Instructional Requirements

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6.1 The Provider shall have a process in place to ensure the selected content logically supports the learning outcomes.

6.2 The Provider shall demonstrate that instructional methods are appropriately matched to achieve the learning outcomes and incorporate adult learning principles.

For more information about assessment, please refer to the *Bloom's Taxonomy, "From Bloom to Assessment"*, illustration in Guidance.

6.3 The Provider shall have a process for calculating and recording IACET Continuing Education Units (CEUs) for learning events.

6.4 Instructional delivery shall include discussion of learning outcomes and requirements to earn CEUs at the beginning of the learning event.

Commented [TN20]: Title changed from "Content and Instructional Methods".

Commented [TN21]: 6.2 was formerly 7.2. 7.3 was eliminated.

Rationale: 7.3 had requirements that a better addressed in the Guidance. The new 6.2 includes the requirement to incorporate adult learning principles into instructional methods. The new Guidance document will expand on 6.2.

Commented [TN22]: The ANNEXES that were a part of the IACET 1-2013 Standard have been moved to Guidance for the DRAFT of the 2018 IACET Standard

Commented [TN23]: Elements 6.3 and 6.4 are new elements that were created when IACET 1-2013 Category 2 was eliminated and the elements addressing CEUs were relocated to the appropriate elements and/or to Guidance.

Category 7: Assessment of Learning Outcomes

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7.1 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.

For more information about assessment, please refer to the *Bloom's Taxonomy*, "From Bloom to Assessment", illustration in Guidance.

7.2 Assessment methods shall measure the achievement of learning outcomes.

7.3 The Provider shall have a process in place to ensure learners are given feedback on their mastery of learning outcomes.

Commented [TN24]: The ANNEXES that were a part of the 1-2013 IACET Standard have been moved to Guidance for the DRAFT of the 2018 IACET Standard.

Category 8: Awarding CEUs and Maintaining Learner Records

*Items in red font are new elements or elements moved from another Category and edited.
Items Under-scored represent a change in verbiage.*

8.1 The Provider shall have a process in place that verifies that the learner who registers and participates in the learning event is the same learner who receives the CEU.

Commented [TN25]: This is a new, additional element for the revised Standard.

8.2 The Provider shall have a process in place to identify and inform learners if they have or have not met the established criteria for earning CEUs.

8.3 The Provider shall document successful completion of the established criteria either through a certificate of completion or a training transcript.

8.4 The Provider shall provide documentation of an operational recordkeeping system, including backup, for each learner and learning event; including:

Commented [TN26]: This element was recorded for clarity and simplicity. Although preferable, this element should be clear that an *automated* system of record is not mandatory, but a well-documented manual system is required.

- 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.

8.5 The Provider shall have a process to maintain training records and make them available to learners for a minimum of seven (7) years.

8.6 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.

Category 9: Evaluation of Learning Events

*Items in red font are new elements or elements moved from another Category and edited.
Items Under-scored represent a change in verbiage.*

9.1 The Provider shall have a process that requires the comprehensive, systematic evaluation of the learning events.

For more information about learning event evaluation, please refer to the *Kirkpatrick Evaluation Model* in Guidance.

9.2 The Provider shall have a process for analyzing learning event evaluation results and providing them to the event planners and instructors to ensure these results are incorporated into continuous process improvement for the specific learning event and future learning events.

Commented [TN27]: This is the new name for the previous 1-2013 IACET Standard, Category 10 (Program Evaluation).

Commented [TN28]: This element was revised for clarity and simplicity.

Commented [TN29]: The ANNEXES that were a part of the IACET 1-2013 Standard have been moved to Guidance in the DRAFT of the 2018 IACET Standard.

Commented [TN30]: This element is a combination of the 1-2013 10.2 and 10.3 elements. It was also revised for clarity and simplicity.

Category 10: Program Evaluation

*Items in red font are new elements or elements moved from another Category and edited.
Items Under-scored represent a change in verbiage.
Strike-outs represent deleted elements.*

- ~~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.~~
- ~~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.~~
- ~~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.~~

Commented [TN31]: Category 10 has been eliminated from the DRAFT of the 2018 IACET Standard.
Rationale: the 1-2013 IACET Standard Category 2.0 was eliminated in the DRAFT of the 2018 IACET Standard; therefore, the proposed Category 9 is the old category 10, with changes. Refer to Category 9 for rationale on any changes made.