
This draft has been recommended for public review by the CET Standards Development Committee. To submit a comment on this proposed standard, go to the IACET website at www.iacet.org/rfc and access the online comment database. The draft is subject to modification until it is approved for publication by the IACET Council for Standards Development and ANSI. Until this time, the current edition of the standard remains in effect.

Note: This limited revision 2nd public review draft makes proposed substantive changes to the current draft standard to comply with ANSI's Commercial Terms and Conditions Policy. These changes are indicated in the text by underlining (for additions) and strikethrough (for deletions) except where the reviewer instructions specifically describe some other means of showing the changes. Only these changes to the current draft standard are open for review and comment at this time. Additional material is provided for context only and is not open for comment except as it relates to the proposed changes.

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IACET 1-2023

IACET 1-2023 Standard for Continuing Education and Training

International Accreditors for Continuing Education and Training

1 Scope

2 Normative references

3 Terms and definitions

3.1 accredited provider

a CE/T provider demonstrating that:

1) their CE/T program adheres to the ANSI/IACET Standard for Continuing Education and Training;

2) their program’s policies and processes have met all the elements of the ANSI/IACET Standard.

NOTE—In this document, the IACET Accredited Provider is referred to as the “Provider.”

3.2

3.3

3.4

3.5

contact hours

For purposes of the IACET CEU, the word contact implies a two-way connection between the learner and learning source – that is, the instructor or learning source monitors the learner’s progress and/or provides some form of feedback to the learner.
Note 1 to entry: **IACET-CEUs** are not awarded for unplanned, unsupervised, or non-sponsored learning activities or for non-countable activities, such as breaks, non-working meals, and anything promotional or intended for sales only.

3.6
3.7
**continuing education units**

**CEUs or IACET-CEUs**

standard unit of measurement used to quantify continuing education and training activities issued by Providers who achieve accreditation to the ANSI/IACET CE/T standard

4 Significance and use

4.1 The **IACET-CEU** was created and designed to:

4.2 This practice has been developed to:

4.3 **IACET accredits organizations.**

IACET accredits organizations to offer **IACET-CEUs** as an Accredited Provider based on the organization’s **demonstrated processes** used to plan, design, develop, deliver, and administer learning events.

4.3.1 Requirements to meet the conditions of the accreditation are identified by “shall” in this document.

4.3.2 Shall statements are mandatory actions required of the Accredited Provider.

4.4 **IACET does not issue CEUs.**

4.4.1 The Provider shall not state or imply that CEUs are offered through IACET.

4.5 **IACET does not require the Provider to issue IACET-CEUs to learners who successfully complete their learning outcomes.**

4.5.1 The Provider shall have a method for calculating **IACET-CEUs.** (See 7.1.4)

4.6 **IACET does not approve individual learning events.**

4.6.1 The Provider shall not state or imply that IACET approves or endorses a learning event.

4.7 **IACET accreditation is not transferable.**

4.7.1 In the event that a **CE/T Program** is sold or licensed to another organization that then represents the program as its own, the Provider shall not state or imply that IACET Accreditation is included as part of the agreement.

4.7.2 Neither shall the Provider issue **IACET-CEUs** for learning events that it has purchased or licensed from another organization.

5 Requirements for **accredited provider**
6 Requirements for the learning event

6.1 Learning event instructional design

6.2 Learning content

6.2.1 The Provider shall have a Process to ensure the learning event’s content supports the learning outcomes.

6.2.2 The Provider shall have a Process to ensure a learning event’s instructional method(s):

6.2.3 The Provider shall not award partial or adjusted IACET CEUs if the criteria for achieving the IACET CEUs has not been met.

6.3 Assessing learning outcomes

6.4 Learning environment and support systems

6.4.1 The Provider shall ensure relevant instructional resources are available for instructors, learners, and staff.

6.4.2 The Provider shall ensure the learning environment(s) support the achievement of learning outcomes.

6.4.3 The Provider shall have a Process to disseminate information to learners in advance of the learning event. That information shall include but not be limited to:

1) Administrative and logistics information.

2) Prerequisites.

3) Learning outcomes.

4) Criteria for successful completion of the learning event.

5) Criteria to earn IACET CEU, if applicable.

7 Recognizing successful achievement and maintaining learner records

7.1 Recognizing and communicating completion status

7.1.1 The Provider shall have a Process for identifying learners who successfully complete a learning event.

7.1.2 The Provider shall have a Process for verifying that the learner who is recognized for successfully completing the learning event is the same learner who registered and participated.

7.1.3 The Provider shall have a Process to inform the learner if they have or have not met successful completion requirements of the learning event.

7.1.4 The Process shall recognize and communicate successful completion of the learning event through a certificate, transcript, badge, or other mechanism which specifically identifies what the learner completed and makes that available to the learner.
7.1.5 If IACET CEUs are issued, they shall be recognized through a certificate, digital badge, or other mechanism.

7.1.6 The Provider shall have a Process to calculate IACET CEUs available for each learning event.

7.1.6.1 IACET CEUs shall be calculated to the nearest tenth at a minimum and at a maximum to the nearest hundredth.

7.1.7 The Process shall calculate the number of IACET CEUs such that 10 Contact Hours = 1 IACET CEU.

7.1.8 The Process shall require recalculating IACET CEUs when major changes occur in learning event content, duration, delivery method, or instruction method.

   NOTE Calculations may be rounded up.

7.2 Maintaining learner records

7.2.1 The Provider shall maintain an operational recordkeeping system, including backup, for each learner and learning event, including the following:

   - Provider's name and address.
   - Learner's name and/or unique identification.
   - Learning event title.
   - Learning event completion date.
   - Number of IACET CEUs awarded.
   - Description of codes used, if any.