

Continuing Education Unit (CEU) Information
Lewis-Clark State College, Continuing Education & Community Events

GENERAL INFORMATION

The Continuing Education Unit is a nationally recognized unit of measure for non-credit activities which meet qualifying criteria. One CEU is assigned for every ten (10) contact hours of participation in instructional time and is only given upon completion of program course requirements. The CEU cannot be converted to academic credit or applied toward a degree, but many business firms and organizations have recognized the CEU when considering promotions, salary increases, and transfers.

STUDENT INFORMATION

CEU's may be obtained for most non-credit activities at an additional fee of \$20 per CEU (or fraction thereof). Student attendance of all contact hours must be documented. The CEU will not be combined with the regular credit record (transcript); however, a CEU transcript is available for an additional fee of \$7 by submitting your written request to the Registrar's Office. A CEU Transcript request is available on the Registrar's website at www.lcsc.edu/registrar . With the exception of CEU transcripts, all CEU records are kept for a maximum of seven (7) years.

Students interested in receiving CEU's should complete the CEU Registration form and return with the CEU fee to the Lewis-Clark State College Continuing Education & Community Events office at 415 Main Street, Lewiston, ID 83501 or fax with your credit card information to (208) 792-2850.

Registration Forms for Students may be provided in the class – or they can be found online at:

<http://www.lcsc.edu/ce/continuing-education-units/>

INSTRUCTOR INFORMATION

Lewis-Clark State College Continuing Education & Community Events is an authorizing unit for granting CEU's. Prior to the granting of CEU's, please submit a completed CEU Course Proposal/Approval Form and attach a copy of your class syllabus and resume or vita. A CEU Advisory Committee will then review your proposal to insure that CEU granting activities comply with regional accreditation standards and dealing with appropriate issues.

Course Approval Forms for Instructors can be found online at:

<http://www.lcsc.edu/ce/continuing-education-units/>

If you have any questions or need additional forms or information, please contact:

Community Education Information
Lewis-Clark State College
Continuing Education & Community Events
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Lewiston, ID 83501
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Fax (208) 792-2850
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