



**Continuing Education Units (CEUs)/
Professional Development Hours (PDHs)
Guidelines**

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Continuing Education Units (CEUs)/Professional Development Hours (PDHs) Guidelines

Program Description

The mission of the Center for Continuing and Professional Studies (CCPS) is to serve the lifelong educational needs of traditional and non-traditional students pursuing undergraduate, graduate, professional, and personal growth aspirations.

As an accredited academic institution, Morgan State University offers Continuing Education Units (CEUs) and Professional Development Hours (PDHs) and sponsors activities for CEUs/PDHs for university departments, and organizations in the State of Maryland and nationwide.

The Center for Continuing and Professional Studies is the **authorized unit** at the institution responsible for awarding, administering, and reviewing CEUs/PDHs procedures to ensure compliance with established criteria.

What are CEUs/PDHs?

CEUs/PDHs are uniform units of measurements used to document participation in non-credit, professional, or vocational programs.

How are CEUs/PDHs Calculated?

CEU:

One CEU is equivalent to **10 contact hours** spent in an approved training, education or professional development (**one contact hour = .1 CEU**).

PDH:

One PDH is equivalent to **one contact hour** spent in an approved training, education or professional development.

What are the Responsibilities of the Requesting Organization?

1. Complete online application form.
2. Provide program agenda, description, overall learning objectives, contact hours, proposed number of CEUs/PDHs, and evaluation instruments four to eight weeks before the program start date -- depending on agreement). This information must also be included in advertisements and/or conference booklets.
3. Provide presenters' biographies.
4. Provide two (2) administrative support staff of CCPS with lodging and transportation accommodations as established according to the agreement.
5. Submit payment for CEUs/PDHs upon receipt of invoice from CCPS.

What are the Responsibilities of CCPS's Administrative Staff?

1. Approve application form, program agenda, description, overall learning objectives, contact hours, number of CEUs/PDHs, evaluation instruments, and presenters' biographies.
2. Monitor the CEU/PDH process for approved programs.
3. Provide CEU/PDH printed or digital registration instructions to participants.
4. Distribute CEU/PDH Certificates at close of Program or mail to eligible participants within four to eight weeks (depending on agreement).
5. Provide summary of CCPS CEU/PDH evaluations to program organizer (if applicable).
6. Maintain records of participants CEU/PDH participation for seven (7) years from date of activity.

What is the Cost for CEUs/PDHs?

The cost of CEUs/PDHs includes the number of contact hours, number of participants, and type of activity.

Contact ccps@morgan.edu for fee guidelines, additional forms, and information.