Second Public Review (January 2024) (Draft shows Proposed Changes to Current Draft Standard made to comply with ANSI's Commercial Terms and Conditions Policy).

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.

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.