

ANSI/IACET 1-2018
Standard for
Continuing Education and Training

International Association for Continuing Education and Training



ANSI/IACET 1-2018 (Rev. 9.13.17)
Standard for Continuing Education and Training
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Category 1: Organization, Responsibility and Control

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 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 the effectiveness of its development, administration, delivery and support of its education/training.

1.5 The Provider shall have a periodic internal review process that ensures adherence to the current ANSI/IACET 1-2018 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.

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Category 2: Learning Environment and Support Systems

2.1 The Provider shall ensure relevant instructional and learning resources are available 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 the IACET CEU, prerequisites and other requirements in advance of the learning event.

2.4 The Provider shall ensure support services are available to learners prior to, during and following the learning event.

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

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Category 3: Planning and Instructional Personnel

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

3.2 The Provider shall have a process that requires regular performance evaluations of instructors, instructional design and development staff, program evaluators and administrators.

3.3 The Provider shall have a process to document individuals' professional development activities for ensuring those who are involved in the design, development and delivery of learning events remain current in subject matter material and learning methods.

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Category 4: Needs Analysis

4.1 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.

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Category 5: Learning Outcomes

5.1 The Provider shall have learning outcomes that are specific and measurable, achievable, realistic and time-based.

5.2 The Provider shall establish the relationship between needs analysis and planned learning outcomes.

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Category 6: Content and Instructional Requirements

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

6.2 The Provider shall have a policy to review course content for quality, currency, effectiveness and applicability.

6.3 The Provider shall have a process to ensure instructional methods are appropriately matched to achieve the learning outcomes and to incorporate adult learning principles.

6.4 The Provider shall have a process for calculating and recording the IACET CEU for learning events.

6.5 Instructional delivery shall include communicating learning outcomes and requirements to earn the IACET CEU at the beginning of the learning event.

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Category 7: Assessment of Learning Outcomes

7.1 Assessment methods shall measure the achievement of learning outcomes.

7.2 The Provider shall have a process to ensure learners have achieved the learning outcomes through the learning assessment.

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Category 8: Awarding the IACET CEU and Maintaining Learner Records

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

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

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

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

1) Provider's name and address.
2) Learner's name and/or unique identification.
3) Learning event title.
4) Learning event completion date.
5) Number of the IACETCEU awarded.
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 for ensuring the privacy and information security of learners' records that addresses the role of information input, maintenance, release and issuance of learners' records following learning event completion.

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Category 9: Evaluation of Learning Events

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

9.2 The Provider shall have a process for analyzing learning event evaluation results and sharing them with instructors, instructional design and development staff, program evaluators and administrators to ensure these results are incorporated into continuous process improvement for the specific learning event and future learning events.

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