

## Policy

Achieve will verify CEUs (Continuing Education Units) from:

1. Organizations that have current accreditation through the International Association for Continuing Education and Training (IACET). [www.iacet.org](http://www.iacet.org)
2. Accredited colleges and universities.

## What does this mean for you?

### Colleges and Universities

- Include the following items on CEU certificates:
  1. College or university logo
  2. Participant's Name
  3. Title of the training
  4. Date the training was completed (must be within the last five years)
  5. Total number of CEUs (a minimum of 0.2 CEUs)
  6. Your name/organization's name who delivered the training
- CEUs recorded on official transcripts will also be verified by Achieve.

### Trainers/Training Organizations (not colleges and universities):

- If you want to award CEUs you must become accredited through IACET.
- If you are accredited through IACET you are responsible for including these items on CEU certificates:
  1. IACET accreditation logo in compliance with IACET guidelines
  2. Participant's Name
  3. Title of the training
  4. Date the training was completed (must be within the last five years)
  5. Total number of CEUs (a minimum of 0.2 CEUs)
  6. Your name/organization's name who delivered the training

### Individuals/Practitioners:

- Not sure if you need CEUs? The best thing to do is ask your child care licenser, the Department of Education or other appropriate authority organization. In most cases clock hours are acceptable, but you should check into your specific situation for details.
- If you complete CEUs from a college or university or an IACET accredited training organization, send your CEU certificate or official transcript to Achieve. Achieve will add verified CEUs as approved hours to your Learning Record during your initial application submission or renewal. If you need the hours listed specifically as CEUs you need to send a request via email to [support@mncpd.org](mailto:support@mncpd.org), attaching copies of the certificates as documentation.