



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

CEU Program Update

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What Is IACET Accreditation?

The International **A**ssociation for **C**ontinuing **E**ducation & **T**raining

IACET auditors review
ASSP's educational content
and supporting processes.

Yearly self-audits to
maintain accreditation,
a full renewal process
happens every 5 years.

IACET Accreditation

- ASSP is **accredited** by the International Association for Continuing Education and Training (IACET).
- The ANSI/IACET standard that is recognized internationally as a **standard of excellence** in instructional practices.
- ASSP is accredited to issue the **IACET CEU**.
- ASSP has a responsibility to provide education that **adheres to the IACET standard**.
- ASSP communities must ensure that **all requirements are satisfied** for educational programs.

Society Operating Guidelines

Section 9.5: Continuing Education Units

Part one:

- Prepare a concise written statement of learning outcomes and **articulate these outcomes** in the program brochure or other information provided to **target audience**.
- Each activity has a clear and concise written statement with learning outcomes (**objectives**).
- Instructors need to know what they are talking about.
Educational background, certifications and experience are determinants of qualification.



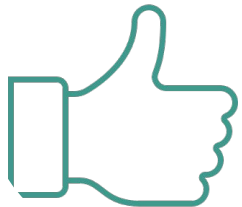
Society Operating Guidelines

Section 9.5: Continuing Education Units

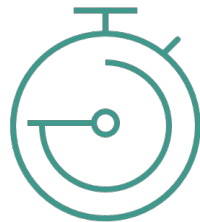
Part two:

- Type of instruction, content, methods of delivery and learning environment support achievement of the learning outcomes.
- Determine whether the participants have achieved the learning outcomes.
- The group maintains a complete record of everyone's participation for a period > seven years.

How Can Chapter Programs Get Approved to Award CEU's?



Be a member of ASSP in good standing



Timely submission



Supporting documentation

Application at www.assp.org/ceu-application

Responsibility ASSP Chapter

Shared Responsibility

- Conducting needs assessment
- Developing learning objectives
- Design the program
- Select speakers
- **Fill out Required ASSP CEU Request Form**
- Managing delivery of event
- Evaluating the event



Responsibility of the Group Requesting CEUs

- Plan education with **identified needs** for audience.
- Concise **written statement** of learning **outcomes**
- **Articulate** these outcomes in the program brochure (**program advertising**)
- Engage only **qualified instructors**
- Ensure instruction **supports** learning outcomes.
- Determine **achievement** of the learning outcomes.
- Provide participants program **evaluation**.
- Submit requests for CEUs in accordance with CEU **award procedures**



CEU Application and Award Process

- ASSP community will complete the necessary **CEU application**.
- Complete and submit the form below at least **four weeks** before event.
- ASSP provides a written response within **10 business days**.
- Accepted application notifications will:
 - Indicate how **many CEUs** attendees will earn.
 - Include a **URL and unique code** that attendees will use to receive their CEUs.
 - Only promote the CEU award details for event once **approval** is received.



CEU Application and Award Process

Part two

- At the end of your event, **share the URL** and unique code with your attendees to have their CEUs recorded.
- Within **one month after completion** of the program, the ASSP community shall send a **list of attendee names** to ASSP's Professional Development Department via e-mail.
- **ASSP will retain** CEU awards on ASSP transcripts for 7 years.

Member CEU Application Process

<https://www.assp.org/community-leader-resources/community-ceu-application>



1. Contact Information

- First Name
- Last Name
- Email
- Member ID
- Phone
- Member Community
- (e.g. chapter, common interest group, practice specialty)
- ASSP Volunteer Position



2. Event Information

- Event Title
- Event Location
- Event Start Date
- Event End Date



3. Name of Member Responsible for Event Development

- I am responsible for event development
- First Name
- Last Name
- ASSP Volunteer Position
- Phone
- Email



4. CEU Award Request

- Separate CEU awards for each day of a multi-day event
- One CEU award for the entire event



5. Needs Assessment

To qualify for CEUs, your event must address educational needs identified for a target audience.

How did your community select the topic for your event? (select all that apply)

- Survey [upload below]
- Feedback from previous events
- Review of industry needs based on community roster
- Other



6. Event Details

Your event must provide at least one hour of instructional content. Provide a detailed schedule of your educational event that includes:

- Title of each educational session
- Start and end time for each educational session
- A **brief description** that indicates what attendees will learn for each educational session
- **Upload** an event brochure that contains this information.
- Event Details



7. Learning Objectives

You must provide a clear, concise written statement of intended learning outcomes. Learning outcomes must be **measurable**; do not use “understand,” “learn” or “know” in your learning objectives, as they are **not measurable outcomes**.

- Complete the sentence below using behavior verbs, like the ones in **Bloom's Taxonomy Verb Chart**, to describe your event's learning objectives.
- After attending this event, attendees will be able to:

Examples:

- Identify the 5 steps of ABC
- Differentiate between risk assessment and risk management
- Demonstrate best practices of safety management systems



Bloom's Taxonomy Verb Chart

https://www.assp.org/docs/default-source/default-document-library/blooms-taxonomy-verb-chart.pdf?sfvrsn=16f28647_0

The chart below arranges Bloom's levels of cognitive activity from simple to complex and lists verbs that correspond to each level. Use the chart to help formulate effective learning objectives for your educational events.

SIMPLE SKILLS

COMPLEX SKILLS Critical Thinking

| Definitions | Knowledge | Comprehension | Application | Analysis | Synthesis | Evaluation |
|---------------------------|---|--|---------------------------------------|---|--|--|
| Bloom's Definition | Remember previously learned information | Demonstrate an understanding of the facts. | Apply knowledge to actual situations. | Break down objects or ideas into simpler parts and find evidence to support generalizations | Compile component ideas into a new whole or propose alternative solutions. | Make and defend judgments based on internal evidence or external criteria. |
| Verbs | Arrange Define Describe | Classify Convert Defend | Apply Change Choose | Analyze Appraise Breakdown | Arrange Assemble Categorize | Appraise Argue Assess |



8. Instructor Information

You must involve qualified instructional personnel in planning and conducting your event.

Instructor Bio

Provide a **short biography** for **each instructor** that includes name, qualifications and affiliations.



8. Evaluation

Participants must demonstrate their attainment of the learning outcomes and they must evaluate your event.

Click here to download the **ASSP Sample Evaluation Questions**

- How are you evaluating this event?
 - We are using the evaluation questions from ASSP
 - We have created our own evaluation [upload below]

Educational Session Sample Questions for Virtual Communities

https://www.assp.org/docs/default-source/community-leader-resources/educational_session_survey_sample_questions.docx?sfvrsn=774b347_2

Use the questions below after each educational session to learn if your programming is meeting the needs and interests of your members.

Thank you for attending today's session. Please share your feedback.

1. The content of this session: Was relevant to me in my current role

Not at all **Very**

0 1 2 3 4 5 6 7 8 9 10

Was consistent with the program description and learning objectives

Not at all **Very**

0 1 2 3 4 5 6 7 8 9 10

The program materials were useful and helped me understand the content

Not at all **Very**

0 1 2 3 4 5 6 7 8 9 10



9. Partnered Events

When an ASSP community partners with another organization to deliver an education program that is determined to be eligible for CEUs, ASSP will charge a fee of \$100 to offset the administrative cost.

Note: There is **no fee** for events that are a **collaborative effort between ASSP communities**.

- Are you **partnering** with another organization or ASSP community for this event?
 - No
 - We are partnering with another organization
 - We are partnering with an ASSP community (e.g. chapter, common interest group, practice specialty)

What happens next?

1

Receive confirmation from ASSP team member

2

Promote your event

3

Provide attendees with CEU claim details post-event

Claim CEU awards at <https://www.assp.org/claim-ceus>



Where can I find more resources?

- Community Leader Resources

- Chapter:

- <https://www.assp.org/community-leader-resources/chapters/chapter-member-engagement/chapter-activities>

- CIG:

- <https://www.assp.org/community-leader-resources/common-interest-groups/cig-member-engagement/delivering-education>

- PS:

- <https://www.assp.org/community-leader-resources/practice-specialties/ps-member-engagement/delivering-education>

- Email ceuapp@assp.org