

# THE EIC GROUP / LE GROUPE ICI



CGS/SCG



CSEM/SCGM



CMBES



Canadian Society for Chemical Engineering



CSME/SCGM



## The ENGINEERING INSTITUTE OF CANADA

### CONTINUING EDUCATION UNIT

As part of its “Participating Partner” program, the EIC recognizes "**quality providers**" of professional development to the engineering community by authorizing them to award EIC continuing education units in accordance with its standards. These quality providers are recognizable by their authorised use of the EIC logo.

One EIC CEU represents ten hours of instruction in an activity complying with EIC standards adapted from those of the International Association of Continuing Education and Training to suit the needs of the Canadian engineering community. Compliance is assessed by the Institute and, through its member societies, the necessary technical expertise is available for the verification of the qualifications of instructors and the technical content of a learning activity.

The EIC recommends that engineering professionals have their earned CEU’s registered in the EIC CEU registry. Providers that are recognized by the EIC agree to register CEUs they award when it is requested by the individual. The EIC ensures that these registrations are confidential and will provide transcripts of recorded activity to registered individuals upon request. This one-stop service provides a convenient way for engineering professionals to keep track of continuing education completed at different times and various locations.

The purpose is to help engineering professionals identify quality providers of continuing education and to facilitate their own record keeping.



# EIC CONTINUING EDUCATION UNIT STANDARDS

## **1. Each learning activity is a planned response to educational needs that have been identified for a target audience.**

The following steps should be considered in establishing training needs and developing a learning activity:

- determine training requirements and desired learning outcomes;
- select course instructors based on skills and abilities to deliver learning outcomes;
- design course content and instructional methods based on needs analysis;
- schedule the activity based on learners' needs, resources available for providing the learning program and the projected outcome;
- prepare a participant feedback questionnaire and a post-assessment action plan/follow-up.



## STANDARDS FOR THE EIC CONTINUING EDUCATION UNIT

### **2. Each activity has a clear and concise written statement of learning outcomes.**

This statement must specify what individuals will achieve from participating in the learning activity. The outcome objective should emerge from the needs assessment and provide the learning framework which focuses on specific goals.

### **3. Qualified instructional personnel are included in the planning and delivery of each activity.**

Program planners, administrators and qualified instructors must co-operate to develop the best course content possible. Each has a particular role and, collectively, they are responsible for:

- Needs assessment
- Selection of course instructor
- Content and instructional methods
- Course delivery
- Learner outcome verification (testing)
- Course evaluation



#### **4. Content and instructional methods are appropriate for intended learning outcomes.**

The time available for a course influences what can be accomplished. Short courses limit an instructor to little more than the provision of information. Time is needed for skill building and the processing of information in a meaningful way. In either case, the length of presentation must be balanced with content. Furthermore, the course must be tailored to the needs of the potential audience.

Instructional methods should be tailored to the learners' needs, and to instructor requirements to meet the objectives of the course. Instructors should select and use teaching methods and strategies that prepare participants to demonstrate the projected learning outcomes at the end of the course.

#### **5. Requirements for satisfactory completion:**

The EIC requires that participants demonstrate they have attained the planned learning outcomes. How this is done should be an integral part of course planning. Where individual proficiency is a goal, the participant must demonstrate the skills or knowledge acquired in a particular course. Where individual proficiency is not a specific goal, group demonstrations may be carried out. Oral or written examinations may in some cases be the best method to adequately evaluate learning outcomes. Learning demonstrations throughout a course are recommended to keep participants actively involved.



# STANDARDS FOR THE EIC CONTINUING EDUCATION UNIT

## **6. Each learning activity is evaluated by the participants:**

Course providers must have a systematic evaluation procedure to know if and where course improvements are needed. Course evaluations should provide answers to the following questions:

- Did the learning activity accomplish what was planned? If not, why?
- How should the activity be redesigned if it is to be offered again?
- What was learned from the evaluations that would be useful to activity renewals?

## **7. Organization:**

A Learning Activity Provider is required to have an identified unit, group or individuals with clearly defined responsibilities for the development and administration of Continuing Education activities. These individuals are responsible for providing the EIC with the necessary information for the CEU registry and for obtaining the necessary consent from participants to have their participation results recorded in the registry.

## **8. Learning Environment:**

Learning activity providers are responsible for arranging the appropriate learning environment and support services. The EIC is responsible for the review of continuing education proposals and activities for the assurance of compliance with the standards.



# The Provider

- **Commits** to the EIC sponsored standards.
- Awards **EIC CEUs** for courses/activities for which, in the best judgment of the provider, the standards are met.
- Uses the **EIC logo** and their participation in the program for marketing/credibility purposes.
- Offers course participants the opportunity to **register their CEUs** with the EIC.
- **Forwards** the necessary registration information electronically to the EIC (using EIC template) as requested by students/participants.
- Pays an **annual fee** of \$600 plus CEU registration fees of \$3 per CEU certificate (up to a maximum of \$1500 per year / further registrations are free).



# The EIC

- **Recognizes** the Participating Partner organization as a Quality Provider of CEUs.
- **Displays the logo** and contact details of the partner on its website and includes a **hot link** to the website of the partner.
- Maintains the **security and confidentiality** of the registrations.
- Audits the provider partner's compliance to EIC standards by issuing a **questionnaire** to randomly selected CEU registrants.
- **Shares** questionnaire results **solely** with the provider.
- Offers participating partners a discount rate for job postings on the EIC EngineeringCareers.ca ([click](#)).
- Conducts meetings/**workshops** with partners from time to time.
- Offers a low cost **certificate service** to its partners and a **transcript service** to registry entrants.



# Benefits to the Provider

- Satisfaction of trainees interested in obtaining CEU credits
- Increased visibility in the Engineering community.
- Increased marketability of courses in general.
- Issuance of CEUs not limited to engineering personnel.
- Membership in a group of high quality providers.
- Receive feedback from students through a trusted third party after they have had time to reflect on outcomes.
- Award CEUs that comply with internationally-recognized standards as required by many agencies nationally and internationally.

**Note: The EIC standards are process standards that are independent of course content and subject matter.**



# Our Association Partners



Ontario Good Roads Association



Canadian Society for Chemical Engineering



Canadian Wood Council

Conseil canadien du bois





# Our University & College Partners



Dalhousie

**C-MORE** Centre for  
Maintenance Optimization & Reliability Engineering



**EIT** ENGINEERING  
INSTITUTE OF  
TECHNOLOGY



Ottawa



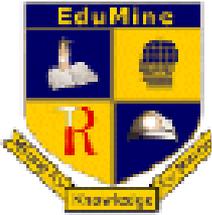
**RYERSON**



*Technology Training that Works*



# Some of Our Private Partner Providers



EduMine



*METCOM CONSULTING, LLC*



Stantec



MACDONNELL

ABB



TurboCare®

## **How to Apply**

1. Prepare a document explaining how your organization plans to meet the 8 standards found on slides 3 to 6 and forward it to the EIC office, attention **Executive Director**, along with a statement that your company wishes to make formal application. This may be forwarded by e-mail (ggosselin.eic@gmail.com).
2. Include with it a copy of your document that describes the training programs that you offer and a detailed example or two of selected courses. This may be achieved through a url address reference.

**Your application will be reviewed quickly and, assuming acceptability, you will receive a standard agreement for co-signature.**

# **EIC Coordinates**

**Mail:** P.O. Box 40140  
Ottawa ON  
K1V 0W8

**Attention:** Executive Director  
**E-mail:** [ggosselin.eic@gmail.com](mailto:ggosselin.eic@gmail.com)  
**Url:** <http://www.eic-ici.ca>  
**Phone:** +1 (613) 796-4750