

THE EIC GROUP / LE GROUPE ICI



CGS/SCG



CSEM/SCGM



CMBES/SCGB



Canadian Society for Chemical Engineering



CSME/SCGM



The ENGINEERING INSTITUTE OF CANADA

CONTINUING EDUCATION RECOGNITION PROGRAM

As part of its “Continuing Education” accreditation program, the EIC recognizes **"quality providers"** of continuing education to the engineering community by authorizing them to award EIC continuing education units (CEUs) in accordance with international-based standards. These accredited quality providers agree to uphold excellent CE standards and distinguish themselves on the marketplace by their authorised use of the EIC logo. The goal is to help engineering professionals identify and source their continuing education/training from excellent quality providers and facilitate their own CEU/PDH record keeping.

One EIC CEU represents 10 hours of instruction in an activity complying with EIC process 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 EIC’s Technical Professional Development Committee to satisfy that the provider’s program of courses and instructor qualifications are suitable for a technical learning activity.

Engineering professionals are encouraged (sometimes mandated) to seek CEU or PDH credits from recognised quality providers. Providers recognized by the EIC have agreed to register the CEUs (or PDH equivalents) they issue to trainees who pass their exams/tests. The EIC keeps this information confidential but individual trainees may obtain a transcript of their recorded CEU/PDH credits. This one-stop service provides a convenient way for engineering professionals to keep track of their continuing education credits obtained through various providers.



EIC CONTINUING EDUCATION UNIT

PROGRAM STANDARDS

1. Each learning activity must be 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 must have 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 involved in the planning and delivery of each learning 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



STANDARDS FOR THE EIC CONTINUING EDUCATION UNIT

4. Content and instructional methods are appropriate for the 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 environment and support services to facilitate effective learning. The EIC reviews the proposed learning environments/formats to ensure compliance with the standard.



A Registered Provider:

- **Commits** to comply with EIC program standards while delivering specific continuing education courses/activities.
- **Issues EIC CEUs** or PDHs to course participants who must agree to have such credits **registered** with the EIC.
- **Can mention** their participation in the EIC program and use the EIC logo for marketing/credibility purposes.
- **Forwards** the CEU/PDH records to the EIC, once authorized by students/learning participants.
- **Pays** annually a program fee of \$720 plus registration fees of \$3.50 per CEU/PDH record (only for the first 500 records each year – the remainders are free).



The EIC:

- **Recognizes** the Participating Partner organization as a Quality Provider of CEUs (on its websites and through the Partners' use of the EIC logo).
- **Displays** the Partner's logo and contact details on the EIC website and includes a **url link** to the website of the Partner.
- **Maintains** the security and confidentiality of all CEU/PDH registrations.
- **Audits** the Participating Partner's compliance with EIC standards by randomly issuing a survey/questionnaire to selected learners.
- **Shares** generic audit results with the provider.
- **May conduct** meetings/workshops with partners from time to time.



Benefits to the Provider:

- Recognized as an EIC Participating Partner
- Satisfaction of trainees who are interested in receiving CEU/PDH credits for reporting to their licensing body, etc.
- Increased credibility and marketability of the Partner's training programs within the engineering community.
- Issuance of CEUs/PDHs is not restricted to engineering personnel.
- Membership in a recognized group of quality learning providers.
- Can issue certificates that comply with internationally-recognized standards as required by many agencies/bodies nationally and internationally.

Note: The EIC program standards are process-based and thus largely independent of course content and subject matter.



Some of EIC's Association Partners



CSME



CGS



CSBE | SCGAB



Ontario Good Roads Association



Canadian Society for Chemical Engineering

Canadian Wood Council

Conseil canadien du bois





Some of the University / College Partners



C-MORE Centre for
Maintenance Optimization & Reliability Engineering



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

EIT ENGINEERING
INSTITUTE OF
TECHNOLOGY



Technology Training that Works

UNIVERSITY OF
WATERLOO





Some of the Private Partner Providers:

A&E Training & Technical Solutions

BEST MGA



Metcom Technologies



VOITH



How to Apply

1. Submit EIC's application form explaining how your organization will meet the 8 program standards described on slides 3 to 6 and e-mail it to Guy Gosselin / **EIC Executive Director** (ggosselin.eic@gmail.com).
2. Include a copy or links to documents outlining the training program that you (plan to) offer and a detailed example or two of selected courses within the program.
3. Include or link to brief resumes of instructors.

Your application will be reviewed quickly and, assuming acceptability, a standard one-page Letter of Agreement will be forwarded for signature, together with an invoice for the calendar year (or subsequent year if after 31 Oct.)



Program Fees

1. Annual program fee is \$720 (subject to change).
2. Record registration fees are \$3.50 per CEU/PDH record (subject to change). Note that only the first 500 records are charged each year – the remainders are registered free of charge.
3. Fees are invoiced annually in January. An invoice includes the annual program fee plus registration fees for up to 500 CEU/PDH records reported during the previous calendar year.



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