



Continuing Education Accreditation Program (CEAP)

Program Guidelines

Under the CEAP program, the EIC accredits Quality Providers of continuing education to the engineering community by assessing their training program development and delivery processes and authorizing the Providers to award accredited Continuing Education Units (CEUs) or Professional Development Hours (PDHs) to their successful trainees.

The purpose of the EIC Continuing Education Accreditation Program is to help engineering professionals identify credible Providers of continuing education and training and facilitate their own record keeping when their training is obtained from various Providers across Canada. This is increasingly important as most licensing bodies have adopted explicit continuing education / professional development requirements as a licensing requirement.

Operational Guidelines

Public and private providers of continuing education programs may apply to join EIC’s CEAP as “Participating Partners”. Such accreditation/recognition by the EIC allows the Participating Partner to use the EIC logo and to award to their trainees CEU/PDH credits that comply with EIC standards that are modeled on international best practices. A PowerPoint [presentation](#) explaining EIC’s CEAP program is also available on our [web site](#).

To maintain their accreditation with the EIC, recognised Learning Providers (Participating Partners) must ensure that their development and delivery of high-quality learning activities remain in compliance with EIC’s Continuing Education Standards. Single event providers may also apply for permission to award accredited CEUs or PDHs for their single event.

The EIC requires that awarded CEUs, or their Professional Development Hours (PDH) equivalents, be registered in EIC’s CEU/PDH Registry. After each event, or at least once a year, Participating Partners provide the EIC with a list of issued CEU/PDH credits (using a template report) which get uploaded on a private online database (EIC Registry which is hosted on its [eLearning Centre](#)). The Partners must obtain express permission from individual trainees for their CEU/PDH credits to be uploaded on the Registry. The EIC ensures the confidentiality of all registered information while registered individuals may freely obtain transcripts of their own recorded activities. This one-stop service provides a convenient way for engineering professionals to keep track of their continuing education completed from various Providers throughout the year.

For program audit purposes, the EIC reserves the right to send a brief learning program evaluation survey to randomly selected course/trainees. If warranted, this feedback will be shared with the responsible Participating Partner in a manner that respects the confidentiality of the course/trainees.

Continuing Education Units: EIC CEUs

The CEU is defined as “ten hours of participation in a continuing education program organised in compliance with the prescribed EIC standards under responsible sponsorship, capable direction, and qualified instruction”. These formal CEUs carry significant credibility among the engineering community

and are accepted by organisations worldwide as a valid demonstration of continuing education activities. One CEU credit can be considered to be equivalent to 10 PDH credits.

EIC Technical Professional Development Committee (EIC TPDC)

Mandate:

- Sets EIC standards for its Continuing Education Recognition Program (CEAP).
- Reviews applications by education/training providers that wish to be recognized by the EIC as quality providers (Participating Partners) of continuing engineering and technical education in compliance with standards of the EIC.
- Develops brochures and promotional material for the program.

Composition:

- EIC Executive Director and at least two other persons who are members in good standing of at least one EIC constituent society.
- Chair appointed by EIC President
- Three-year terms, renewable
- Preferably 50% rotation every 3 years

Credentials of the EIC Continuing Education Accreditation Program

The EIC's Continuing Education Accreditation Program has been endorsed by Engineers Canada, the Association of Consulting Engineering Companies (ACEC), and the Canadian Academy of Engineering (CAE).

Standards for the EIC Continuing Education Unit

The EIC program standards described below are adapted from those of the International Association of Continuing Education and Training to suit the needs of the Canadian engineering community.

Compliance to these standards is assessed by the EIC which, through its constituent societies, provides the necessary technical expertise for the verification of instructor credentials and the learning activity process. To be accredited, PPs must agree to comply to each of the eight (8) standards:

1. Each learning activity is a planned response to educational needs that have been identified for a target audience. For example, the following steps should be considered to assess the training needs and develop a learning activity:
 - determine training requirements and desired learning outcomes;
 - identify course provider 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 and
 - prepare a participant feedback questionnaire and a post-assessment action plan/follow-up.

2. Each activity has clear and concise written statements of learning outcomes.

This statement must specify the outcomes that individuals will achieve from participating in the learning activity. These should emerge from a market needs assessment and provide the framework that focuses on specific learning 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 specific role and collectively, they are responsible for:

- Trainee needs assessment;
- Selection of course instructor(s);
- Content and instructional methods;
- Course delivery and
- Course evaluation / Learned outcome verification.

A brief CV of the instructors should accompany each course proposal in order to have a continuing education program approved for CEU accreditation.

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

The amount of 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 best 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 skill 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.

6. Each learning activity is evaluated by the participants:

Course providers must have a systematic evaluation procedure to know if and where 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 obtaining the explicit consent from participants to have their learning activity and results recorded in the registry (by way of issued CEU/PDH credits) and for providing the EIC with the necessary information for the registry (full name of the participant, email address, course title, CEU or PDH credits, day of issuance).

8. Learning Environment:

Learning activity providers are responsible for arranging the appropriate environment and support services to facilitate effective learning.

Application form and report template

An application form explaining how an organization plans to meet the eight (8) EIC standards should be submitted to the attention of the EIC Executive Director (ggosselin.eic@gmail.com).

Documents describing the training program offered, a detailed example of one or two courses selected and brief CVs of instructors should be included or provided through a URL reference.

An Excel report template will be provided by the EIC to allow Participating Partners to report and register the credits (CEU or PDH) that they have issued to successful trainees.