**EIC’s Continuing Education Recognition Program (CERP)**

**Full Program Application Form**

The EIC recognizes quality providers of continuing education to the engineering community by assessing the provider’s learning development and delivery processes and authorizing them to award EIC Continuing Education Units (CEUs) or Professional Development Hour credits (PDHs) for eligible training activities. This accreditation/recognition by the EIC helps learning providers differentiate their services on the marketplace: it allows the Participating Partner to use the EIC logo and to award their trainees CEUs/PDHs that comply with EIC standards modeled on international best practices.

This Program also helps engineering professionals identify quality learning providers and facilitate their record keeping of credits obtained from such providers across Canada. This is important as most licensing bodies have now adopted explicit professional development requirements as a licensing requirement.

**Operational Guidelines**

To apply, providers of continuing education programs must fill out and submit this form, and attach (or e-link to) pertinent documents. Once approved, the Quality Learning Providers are also referred to as EIC Participating Partners (PPs).

The EIC requires that CEUs/PDHs issued by Participating Partners be registered online in EIC’s Registry. The credits must be registered once PPs have obtained express permission to do so from individual trainees in accordance with privacy acts. The EIC ensures the confidentiality of the registered information but transcripts of recorded activities remain freely available to trainees. This one-stop service provides a convenient way for engineering professionals to keep track of their continuing education completed at different times and various locations.

For audit purposes, the EIC may randomly select a few of the course trainees to receive a brief program evaluation survey. Results are shared strictly with the responsible Participating Partner in a manner that respects the confidentiality of the course trainees.

**EIC Continuing Education Units (CEUs)**

The EIC-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 CEUs carry significant credibility among the engineering community and are accepted worldwide by organisations as a formal demonstration of continuing education activities. By comparison, a PDH credit is an attestation that the trainee has participated in a 1 hour learning activity without formal assessment.

Once completed, please e-mail the application form/package to: [ggosselin.eic@gmail.com](mailto:ggosselin.eic@gmail.com).

**EIC CEU PROGRAM APPLICATION**

|  |  |
| --- | --- |
| Date |  |
| Name of Organisation |  |
| Address | Street:  City, Province:  Postal Code:  Website: |
| Contact Person (re training) | Name:  Title:  E-mail:  Tel: |
| Learning/Training Program | Briefly describe the program and its target audience |
| List of Courses / Duration (hrs) | Specify number of training hours, including related assignments, for each course. Exclude health/networking breaks from calculation. |
| Delivery Method | Specify: Face-to-face, live webinars or self-paced courses/webinars |
| Planned Learning Outcomes | Briefly describe the specific learning outcomes |
| Needs Analysis | How were the needs determined for this program? |
| Instructors | Name and qualifications (attach brief resumes) |
| Course(s) Outline(s) | Provide a brief outline for each course |
| Course Materials | Describe the types of learning support and materials that will be provided |
| Testing Criteria | What are the requirements for satisfactory course completion?  How will participants demonstrate their attainment of the learning outcomes? |
| Program/Course Evaluation | How will participants evaluate the program? Attach a copy of any feedback questionnaires that will be used. |
| CEU Registry Authorization | How will CEUs be issued to qualified trainees/participants? How will participants explicitly authorize the Learning Provider to issue CEUs and register these with the EIC? |