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

**Single Course 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 PDH equivalents) for eligible training activities. This accreditation/recognition by the EIC helps learning providers differentiate their services on the market: it allows such providers 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 providers of CEUs/PDHs and facilitate their record keeping of credits obtained from various 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 courses must complete and submit this form (a separate form for each course), and attach (or e-link to) pertinent documents. Once approved, the learning organization is referred by the EIC as a “Quality Learning Provider (QLP)”.

The EIC requires that CEUs/PDHs issued by QLPs be registered in EIC’s online Registry. The credits must be registered once QLPs have obtained express permission 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 various locations.

For audit purposes, the EIC may randomly select a few course trainees to receive a brief evaluation survey. Results can be shared with the responsible QLP in a manner that respects the confidentiality of trainees.

Note 1. Single course means a course that is offered only once and not a course which may be offered repeatedly. If the course is to be offered again in the future, the provider should consider becoming a Participating Partner (using a different application form). While Participating Partners pay an annual fee of $800 for their entire program certification (covers any number of their courses), the charge for a “single” course certification by a QLP is $175.

Note 2. Students must authorize QLPs to register their respective continuing education records in EIC’s online Registry ([eLearning Centre](http://www.engineerelearning.com/)). Trainees can access their own records freely and confidentially. QLPs are charged $4.00 per registered CEU/PDH record.

Note 3. One 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 by most NA organisations as a valid demonstration of continuing education activities. One CEU is worth 10 PDHs.

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

**CEU/PDH ACCREDITED COURSE APPLICATION**

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| **Application Date:** |  |
| **Name of Organisation:** |  |
| **Address:** | Street:  City, Province:  Postal Code:  Website: |
| **Contact Person:** | Name:  Title:  E-mail:  Tel: |
| **Course:** | Title:  Target Audience:  Duration (hrs): (for the purposes of calculating # of CEUs/PDHs – exclude time for networking / health breaks but include time for assignment or test) |
| **Date of Course:** |  |
| **Delivery Method:** | Face-to-face, live webinar or self-paced course/webinar? |
| **Planned Learning Outcomes:** | Briefly list the specific learning outcomes |
| **Instructor(s):** | Name and qualifications (attach brief resume) |
| **Course Materials:** | Describe the types of learning support and materials that will be provided |
| **Testing Criteria:** | How will participants demonstrate their attainment of the learning outcomes / satisfactory course completion, if at all? (Testing is required for CEU credits, but not for PDH credits). |
| **Registry Authorization:** | How will the Provider secure authorization from learners to confidentially register their CEUs/PDHs with the EIC? How will the credits be issued to qualified trainees/participants? |