



Responsibility and Control ~ Item 2.3

All course continuing education units (CEUs) will be calculated according to IACET standards (total contact hours divided by 10). In order to determine the number of CEUs to award, the following formula is applied:

1. Determine the total amount of contact time. If contact time is not an exact hour, then determine the fractional amount of an hour by dividing total contact time by 60 minutes, to arrive at the exact amount.
2. Divide the total number of hours by 10 to get the number of CEUs. If this number is not an even number, it can be expressed to the tenths position, but not the hundredths position. For example, if a participant attends a course that is 9 hours and 30 minutes of contact time, the CEU calculation would be: $9.5/10 = .95$ CEUs.

Classroom hours will be determined by actual time spent in class in contact with the instructor. Non-allowable time, such as breaks, will not be included in the calculation of contact time. If contact hours are assigned for homework assignments for the purpose of calculating CEU, an average number of hours must be determined for completing the assignment, and the instructor must validate that each participant completed the assignment.

Regarding distance education or self-paced training, the City of Tallahassee will conduct a pilot program to determine the average time it takes to complete a program based on at least five individuals. Once the number of hours to complete the program is established, a number of CEUs will be assigned. An instructor will be available to students by phone, mail, or email. Completion of the course will require a minimum score on a posttest, compliance with attendance requirements, and successful completion of any assignments.

Example Calculation:

Course Name: Bullying in the Workplace	
Clock Time	Agenda Item
0830	Purpose, Ground Rules, Pretest
0900	Personality Types at Work
0930	Handling Aggressive Behavior
1010	Psychology of Bullying
1030	Break
1040	Application of Techniques
1110	Laws and Other Protections
1130	Emotional Intelligence
1215	Conclusions
1220	Posttest
1230	Course Concludes
Total Contact Hours (Contact hours minus break time)	3.84
CEUs Awarded (Contact hours divided by 10)	.38



The City of Tallahassee has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102; (703) 506-3275.