



Continuing Education Unit (CEU) Policy

Requirement

Certified professionals must complete a specified number of hours of continuing education per year. **PLEASE READ YOUR CREDENTIAL CEU REQUIREMENTS TO ENSURE YOU KNOW HOW MANY CEUS ARE REQUIRED FOR CREDENTIAL MAINTENANCE.** If you have any question, please contact the FCB directly.

Eligible CEU Providers

Continuing education units must be earned from a FCB recognized or approved education and training provider: some training providers hold approval from other entities that is recognized by the FCB, other training providers apply for and hold FCB Training Provider Status.

FCB Recognized Education & Training Providers: The FCB will honor CEUs issued by any of the following providers:

1. International Certification and Reciprocity Consortium (IC&RC) member board approved providers
2. College or university coursework offered by institutions holding Federal Department of Education and/or Council of Higher Education Accreditation (CHEA) recognized accreditation.
3. Training providers approved to offer CEUs by other state or national professional licensing or certification boards.

FCB Approved Education & Training Providers: The FCB will award FCB Education and Training Provider status and a number to approved applicants. A list of approved FCB Approved Education and Training Providers is maintained on our webpage at www.flcertificationboard.org.

How to Document Compliance with CEU Requirements

The certified professional is responsible for maintaining CEU documentation for a minimum of 6 years, in case of audit. Valid documentation includes certificates of completion, official employer training transcripts, or college/university transcripts. CEU documentation must provide the following information:

- Applicant's Name
- Title of course/training/educational event*
- Event sponsor/provider

- Delivery date(s)
- Number of Contact Hours

****If the event title does not clearly identify the instructional content, please attach an official description of the event, such as an agenda or syllabus.***

In the absence of complete documentation, contact the training provider and request they provide you with the additional information on their official letterhead: you may submit these letters as supporting documentation of successful completion of training requirements.

CEU Audit

Approximately 3 months prior to the credential's expiration date, the FCB will randomly select 20% of the certified population for a CEU audit to ensure compliance with the CEU requirement.

Audited individuals will be notified of such approximately 2 months prior to the credential's expiration date.

Audited individuals must submit CEU documentation to the FCB for review and approval PRIOR to the credential expiration date. Please note: payment of renewal fees and non-submission or denial of submitted CEUs may result in the credential being placed on inactive status.

Although only audited individual are required to submit CEU documentation to the FCB as part of the renewal process, all certified professionals must maintain documentation of compliance with CEU requirements in case of future audit.

How to Calculate CEU Hours

College coursework is credited at the rate of 45-clock hours per 3 semester hour course. If the entire course is not related to the credential's core competencies, partial credit may be calculated for related topics covered in the overall course.

Partial-day, Full-day and Multi-day training events are credited for instructional time only. Breaks are deducted from the total hours claimed. If the total credit hours are not listed on the certificate, attach a copy of the training agenda.

Conferences are credited for break-out session and plenary sessions only. Breaks are deducted from the total hours claimed. Please attach a copy of the conference program to your application.

FCB Accept/Deny Criteria

CEU documentation will be approved if the documentation includes all required information; the training was completed between the certification award and expiration dates, and there is a clear link between the training event and the scope of service for the credential.

Failure to meet these requirements may result in disciplinary or ethical action. Credentials will not be renewed until CEU requirements are satisfied.