Ontario Tech University – Continuous Learning (CL) Framework for Awarding Continuing Education Units (CEUs) and Professional Development Hours Reference Standards.

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1. Purpose

This framework establishes a consistent method for assigning Continuing Education Units (CEUs) within Ontario Tech University – Continuous Learning (CL). CEUs are awarded only to offerings that meet the defined Eligibility Requirements and demonstrate structured learning with clearly articulated outcomes, competency statements, planned instructional workload, and relevance to professional or industry skills.

Only offerings that align with the criteria in this framework, relating to learning outcomes, instructional structure, assessment expectations, and instructor qualifications, may receive a CEU designation. By standardizing this approach, CL ensures that professional learning offerings reflect clarity, consistency, and structured expectations for learner engagement.

This framework seeks to:

- Establish clear standards for assigning CEUs across eligible CL offerings.
- Define the terminology, conditions, and requirements under which CEU designations may be applied.
- Provide CEU and PDH reference values to support professional development reporting.
- Ensure CEU-designated courses include measurable learning outcomes, structured learning components, and qualified instructional oversight.

- Support Ontario Tech University's commitment to flexible, technology-enhanced, and professionally relevant learning that contributes to workforce and skill development.

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2. Definitions and Unit Standards

2.1 Continuing Education Unit (CEU)

Continuing Education Units (CEU) are a standardized way of expressing the scope of structured learning designed into an offering offered through Ontario Tech University – Continuous Learning. A CEU quantifies the level of professional learning by reflecting the expected learning effort required to complete the course, including instructional content, participation activities, and assessment requirements.

Within this framework, CEUs are expressed in standardized units, where 1.0 CEU typically reflects approximately 10 hours of intended learning effort. A CEU is used to communicate the magnitude of learning to employers, organizations, or individuals for professional development purposes.

2.2 CEU-to-PDH Reference and Conversion Standards

CEUs assigned under this framework represent the intended learning effort designed into a course. While CEUs are the primary unit of professional learning recognition used within Continuous Learning (CL), learners may reference CEUs in terms of Professional Development Hours (PDHs) when required by employers or professional associations. CEUs assigned through Continuous Learning (CL) may be expressed in hours for reporting purposes. Table 1 outlines the measurement standards used within the framework, defining the terms Professional Development Hour (PDH) and Continuing Education Unit (CEU), as well as the CEU-to-PDH conversion standard and the criteria for structured learner engagement hours. Table 2 provides the CEU–PDH reference alignment, illustrating how different CEU values translate to PDHs and structured learning hours, along with the instructional purpose each CEU level typically represents.

Table 1: CEU and PDH Standards and Definitions
(Defines the measurement units, conversion standards, and the meaning of structured learner engagement hours.)

Term	Definition
Professional Development Hour (PDH)	One hour of structured learner engagement.
Continuing Education Unit (CEU)	A standardized unit of professional learning is equal to 10 structured learner engagement hours.
Conversion Standard	1 CEU = 10 structured learner engagement hours = 10 PDHs.
Structured learner engagement hours.	Time spent engaged in structured learning experiences, whether synchronous or asynchronous, such as lectures, readings, media, discussions, simulation activities,- learning activities, and assessments. This includes Instructional and contact hours.

Table 2: CEU–PDH Reference Alignment
(Shows how CEU values correspond to PDHs and structured engagement hours, along with the instructional purpose each CEU level represents.)

CEU Value	PDH Value	Structured learner engagement hours	Purpose of Conversion
0.5 CEU	5 PDH	5 hours	Indicates short or introductory learning experience
1.0 CEU	10 PHD	10 hours	Represents a full-scale structured learning experience
3.0	30 PDH	30 hours	Represents a larger program or course series

2.3 Use of Structured Learner Engagement hours

- Structured learner engagement hours indicate the intended scale of learning effort built into the offering.

  Structured learner engagement hours are provided for professional development reporting purposes, not for compliance with external licensing or regulatory requirements.

- CEU values assigned by CL do not automatically certify that the stated or referenced hours meet the criteria set by external organizations or professional bodies.

2.4 Non-Equivalency Clauses

This framework does not:

- Certify that PDHs are accredited, verified, or compliant with any jurisdictional licensing standards.
- Track learner seat time or measure a learner's hourly participation.
- Guarantee external recognition of PDH submissions.
- CEUs are provided as a reference to quantify professional development achievements within CL's learner environment only. External recognition is determined by the policies of individual employers, professional associations, or licensing bodies.

Recognition Statement (Recommended Wording for Certificates / Course Pages/ Digital Badges)

PDH values derived from CEUs are provided as a reference to support professional development reporting. External recognition is determined by the policies of individual employers, professional associations, or licensing bodies.

3. Scope and Applicability

3.1 Inclusions

A CEU designation applies only to non-credit educational offerings that meet the eligibility criteria outlined herein and that are approved by CL for CEU designation. Ontario Tech University - Continuous Learning offerings with awarded CEUs can be found on the Continuous Learning website and are updated on a continuing basis.

3.2 Exclusions

This framework does not apply to:

- Informal or non-assessed learning activities, such as public lectures, outreach events, or self-directed study without formal evaluation.

- Any offering that has not been approved by CL for CEU recognition.

4. Eligibility Requirements /Standards for Awarding CEUs

To qualify for the award of Continuing Education Units (CEUs) under Ontario Tech University – Continuous Learning (CL), an offering must meet all major eligibility requirements and at least the relevant Minor Quality Controls, as outlined below.

4.1 Major Eligibility Requirements (Mandatory)

Major Eligibility Requirements form the core standards that every CEU-bearing course must meet. An offering must satisfy all of the criteria below to be eligible for the assignment of Continuing Education Units (CEUs). These major eligibility requirements form the basis for determining CEU value, as they represent the intended instructional scope and the required learner effort.

1. **Documented Course Structure**

   The course must have a clearly documented structure through a course outline, CL offering-

submission document or equivalent overview document that includes:

- Course purpose and alignment with industry demand* or upskilling needs.
- Course outline/ overview /description.
  Target learners and relevant professional pathways.
  Expected learner outcomes or competency statement, course structure and assessment strategy.
  *If industry demand is not evident, a brief Justification Statement (e.g., internal training demand, faculty initiative, or exploratory topic) must be stated.

2. **Qualified Instruction**

The course must be developed and/or facilitated by a Subject Matter Expert (SME), instructor, or facilitator who possesses:

- Relevant academic credentials or recognized professional qualifications;
- Applicable industry experience; and/or
- Demonstrated expertise in the subject area.

3. **Measurable Learning Outcomes**

- Learning outcomes must be clearly defined, measurable, and aligned with both the course content and assessment.
- Learning outcomes must be aligned with recognized competency or professional skills frameworks (e.g., Bloom's Taxonomy, Ontario Qualifications Framework, CSA, or other validated national or industry models), or supported by a documented justification demonstrating relevance to professional practice or workforce upskilling.

4. **Structured Learner Engagement Hours**
The course must include structured learning components that support achievement of the stated learning outcomes. These components may include, but are not limited to:

- Required instructional materials (e.g., videos, readings, modules).
- Guided asynchronous learning activities.
- Live or recorded sessions.
- Knowledge checks, applied tasks, discussions or reflections.
- Assessments aligned to the learning outcomes.
- Work-integrated learning or other specific career-related activities.

5. **Assessment Requirement**

The offering must include at least one assessment activity that evaluates the achievement of a learning outcome.

- Assessment types may include (e.g., projects, quizzes, reflections, or case studies) that evaluate the achievement of a learning outcome.
- Minimum completion standard or criteria for the assessment are required.
- The assessment must be evaluated and documented.

6. **Accessibility and Usability Standards**

- Course materials comply with minimum AODA/WCAG accessibility standards.
- Documents and media use Ontario Tech University branding and formatting guidelines, wherever applicable.

7. **Completion and Certification**

Upon successful completion, learners must receive an official Ontario Tech University - Continuous Learning (CL) certificate or digital credential issued through Canvas Catalog or Canvas Credentials (Badgr)/ Parchment Badges.
Certificates must include:
- Learner name

- Offering title (and program title, where applicable) with a Course/ Program Code wherever applicable
  - CEUs awarded
  - CEU–PDH reference (e.g., "1 CEU = 10 referenced hours")
  - Completion or issue date
  - Authorized signature or digital seal
  - Verification statement: (If applicable)

    Sample- "Issued under the Ontario Tech University – Continuous Learning CEU Framework. Recognition may vary by employer or professional organization."

4.2 Minor Quality Controls (Optional but Advisable)

These Minor Quality Controls improve course quality, but are not mandatory for the CEU assignment. A course may meet CEU standards without a Minor Quality Control, but such controls may strengthen the learner experience.

1. Learner Support Information

- Clear instructions for navigating the course environment.
- Contact information for technical or instructional support.

2. Consistency of Module Design

- Standardized layout across modules (e.g., overview, content, activity, assessment).
- Clear indication of required vs optional learning materials.

3. Evaluation and Feedback

- The course includes a post-course evaluation instrument (e.g., learner feedback form).
- Feedback data is collected and reviewed for continuous improvement.

4. Version Control and Documentation

- Version history of the course content is maintained internally.
- Clear naming conventions for files and modules.

- Course content is reviewed at least every two years, or more frequently if the subject matter undergoes rapid evolution.

5. Institutional Authority and Compliance Statements

- The authority to award CEU rests solely with Ontario Tech University through the Continuous Learning unit.
- The issuance of CEU designations does not imply accreditation by an external regulatory body (e.g., Professional Engineers Ontario, Project Management Institute, or other licensing entities).
- Learners remain responsible for verifying recognition with their respective professional associations.
- CL reserves the right to modify or withdraw CEU designations through CL's internal review processes, should it be determined that the offering no longer meets the standards defined in this framework. In this case, previously issued CEUs would not be impacted.