

# CEU REQUEST

File # \_\_\_\_\_

(Minimum Course Length for CEU credit is 3 hours)

## The American Society for Nondestructive Testing, Inc.

1711 Arlingate Lane • PO Box 28518 • Columbus, OH 43228-0518 • 614/274-6003 • 800-222-ASNT • Fax: 614/274-6899

ASNT is authorized to sponsor courses eligible for CEU by the International Association for Continuing Education and Training (IACET). This form should be completed and returned to ASNT headquarters with a \$50.00 administration fee.

A minimum of **three (3) weeks** is required for classes held within the United States for ASNT to review the proposed course.

A minimum of **eight (8) weeks** is required for classes held outside the United States or submit an additional \$35.00 fee for expedited shipping.

**Approval must be obtained from ASNT before the course is offered or publicized.**

**TITLE OF PROPOSED PROGRAM:** \_\_\_\_\_

**DATES OF PROGRAM:** \_\_\_\_\_

\* A separate CEU REQUEST is required each time the program is offered and a \$50.00 administration fee must be submitted with each CEU REQUEST. If submitting multiple courses outside the United States, only one \$35.00 shipping fee is needed. **A minimum of three weeks is required for ASNT review of the proposed course, eight weeks for international courses.**

**FORMAT OF PROGRAM** (e.g., 7 three-hour evening sessions) \_\_\_\_\_

**ANTICIPATED CEUs** \_\_\_\_\_

\*One Continuing Education Unit is ten contact hours. Contact hours **do NOT include breaks**. Both classroom and lab hours are counted as full contact hours. Please study the example and use the attached CEU WORKSHEET (page 4) to calculate CEU

**PROPOSED FEE PER PARTICIPANT** \_\_\_\_\_

If participant wants CEU credit, \$15.00 per participant must be remitted to ASNT upon completion of the course.

**HOW MANY FORMS DO YOU NEED FOR PARTICIPANTS?** \_\_\_\_\_

**REQUEST FOR CEU APPROVAL MADE BY:** \_\_\_\_\_

\_\_\_\_\_  
(Educational Chair/Course Director)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name of Organization or Section)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

\_\_\_\_\_  
(Country)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(FAX)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Signature of Applicant)

The following criteria must be established by the course provider and must be reviewed and approved by the Technical Services Department of ASNT before CEU can be given. ASNT does not accredit, audit, or approve the content of any NDT training program. Authorization to award CEU indicates that the course meets the minimum requirements established by the International Association for Continuing Education and Training (IACET) and ASNT. The items below address specific criteria for CEU as established by IACET.

# Payment Form

This form should be completed and returned to ASNT headquarters with a \$50.00 administration fee per course.

A minimum of **three (3) weeks** is required for classes held within the United States for ASNT to review the proposed course. A minimum of **eight (8) weeks** is required for classes held outside the United States or submit an additional \$35.00 fee for expedited shipping.

**Approval must be obtained from ASNT before course CEU's are offered or publicized.**

## Fees:

- \$50 Administrative Fee
- \$85 International course administrative fee with expedited shipping

## Payment Information:

- Check Enclosed     Funds Transfer     Credit Card (enter information below)

Card Account \_\_\_\_\_

Exp. Date \_\_\_\_\_ Card Security Code \_\_\_\_\_  
(3 digits on the back of Visa, MasterCard, Discover. 4 digits on the front of Amex)

Name on card \_\_\_\_\_

Card Billing Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Attach additional sheets as necessary.**

1. **INTENDED AUDIENCE** - *Who should attend this course and why?*
  
2. **LEARNING OUTCOMES** - *What will the learner gain from this educational experience? How was the need for these learning outcomes assessed?*
  
3. **INSTRUCTOR** - *Briefly describe the qualifications of the instructor who will actually teach the course. Be specific to the course material. It is not necessary to enclose a résumé, but if so, a new résumé must be submitted for each CEU Request. ASNT does not maintain a separate file of résumés.*
  
4. **CONTENT AND METHODS** - *Provide an outline of course content (see example, page 5) describing the subject matter that will be covered. Include instructional methods that will involve the student in the learning process.*
  
5. **DEMONSTRATION OF LEARNING** - *Briefly describe the specific attendance and performance requirements for the participants in the course and how they will demonstrate that they have attained the learning outcomes (e.g. written or oral examination, classroom participation, demonstration, projects, etc.). How and when do you notify participants prior to the course about the method of assessing learning outcomes?*
  
6. **SATISFACTORY COMPLETION REQUIREMENTS FOR CEU** – *Based on intended learning outcomes of the course, requirements for performance level should be established prior to the beginning of the course. Please state what the requirements are and how & when the completion requirements are made available to learners.*
  
7. **FACILITIES** - *Briefly describe the proposed facilities (**does the facility meet the American Disability Act–ADA**), reference materials, and instructional aids that will be utilized. Does the facility have a good learning physical environment (e.g., lighting, sound, seating, etc.).*
  
8. **INTELLECTUAL PROPERTY AND FINANCIAL INTEREST DISCLOSURE** – *List any financial interest the instructor or organization holds in technologies or techniques that will be part of this course. How and when do you notify participants prior to the course about this financial interest?*

## EXAMPLE CEU WORKSHEET

One continuing education unit is awarded for each 10 contact hours of instruction. A *contact hour* is one clock hour of *interaction* between a learner and an instructor, or between a learner and materials that have been prepared to cause learning. Contact implies a connection between a learner and a learning source. For purposes of the CEU, that connection is two-way; that is, the instructor or learning source must monitor the learner's progress and/or provide some sort of feedback to the learner. CEUs will not be awarded for activities that do not include learning. Such activities include breaks, meals, socials, introductions, or meetings. Study time is not counted unless the instructor monitors it and the student receives feedback.

The minimum course length for CEU credit is 3 hours.

### An example calculation follows:

A course will run from 8:00 AM to 5:00 PM for 5 days. All of the time will be spent in classroom or labs except the following: On the first day there is a 20 minute introduction; During each day there are two 10 minute breaks in the morning, two in the afternoon, and a 60 minute lunch. A reception will be held beginning at 4:00 PM on day 2.

Date	Oct 9, 2009	Oct 10, 2009	Oct 11, 2009	Oct 12, 2009	Oct 13, 2009	
Start	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	
Stop	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	
Hours	9 Hrs.	9 Hrs.	9 Hrs.	9 Hrs.	9 Hrs.	
<b>Minutes</b>	540 min	540 min	540 min	540 min	540 min	
<b>SUBTRACTIONS (Minutes)</b>						
Introduction	20					
Break	10	10	10	10	10	
Break	10	10	10	10	10	
Lunch	60	60	60	60	60	
Break	10	10	10	10	10	
Break	10	10	10	10	10	
Other (Describe)		Reception 60				
<b>Total Subtractions</b>	120 min	160 min	100 min	100 min	100 min	
<b>CONTACT TIME (Minutes)</b>						
Contact Time	420 min.	380 min	440 min	440 min	440 min	
<b>TOTAL CONTACT TIME =</b>					2120	
*Total Contact Time (Minutes)	÷ 60	=	CONTACT HOURS	÷ 10	=	<b>CEUs</b>
2120	÷ 60	=	35.33	÷ 10	=	

\* ASNT uses a 60-minute hour in CEU calculations. Round Contact Hours to the nearest hundredth and CEU to the nearest tenth.

**PLEASE ENCLOSE A COPY OF THIS WORKSHEET WITH THE CEU REQUEST**

Proposed Course: \_\_\_\_\_

**CEU WORKSHEET**

Photocopy Additional Sheets as Necessary

Date								
Start								
Stop								
Hours								
<b>Minutes</b>								
<b>SUBTRACTIONS (Minutes)</b>								
Introduction								
Break								
Break								
Lunch								
Break								
Break								
Other (Describe)								
<b>Total Subtractions</b>								
<b>CONTACT TIME (Minutes)</b>								
Contact Time								
TOTAL CONTACT TIME =								
Total Contact Time (Minutes)	÷	60	=	CONTACT HOURS	÷	10	=	<b>CEUs</b>
	÷	60	=		÷	10	=	

\* ASNT uses a 60-minute hour in CEU calculations. Round Contact Hours to the nearest hundredth and CEU to the nearest tenth.

(Title)

**EXAMPLE:**

**Course Outline**

(Date)

**Introductions**

- I.** An Overview of Infrared Testing Technology
- II.** Method Description
- III.** Method Applications
- 10 Minute Break*
- IV.** Overview of Method Control Parameters
- V.** Demonstration of Equipment Operation and Testing Capabilities
- VI.** Hands-On Use of Equipment
- 10 Minute Break*
- VII.** Discussion of the State-of-the-art in Infrared Testing Applications
- VIII.** Questions and Answers

***Lunch (1 Hour)***

- I.** An Overview of Remote Visual Testing Technology
- II.** Method Description
- III.** Method Applications
- 10 Minute Break*
- IV.** Overview of Method Control Parameters
- V.** Demonstration of Equipment Operation and Testing Capabilities
- VI.** Hands-On Use of Equipment
- 10 Minute Break*
- VII.** Discussion of the State-of-the-art in Remote Visual Testing Applications
- VIII.** Questions and Answers

**Concluding Remarks**