

NIRSA CEU Provider Agreement



Offering NIRSA CEU-eligible sessions at regional/state events are a great way to offer geographically accessible learning opportunities for members looking to earn NIRSA CEUs to apply towards Registry applications and renewals. For regional/state events interested in being a pre-approved CEU provider, NIRSA prefers a signed providership agreement on file so that we can provide you with information to support your efforts.

Name of Event _____

Date(s) of Event _____

Providers of NIRSA Continuing Education Units (CEUs), agree to maintain oversight, consistency and control of the standards required to award CEUS to learning activities. By signing this form, you are indicating that you plan to provide NIRSA CEU-eligible education opportunities at your event.

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- ⇒ I have familiarized myself with the contents of NIRSA Core Competency Framework
- ⇒ I have familiarized myself with the contents of the RCRSP Handbook
- ⇒ I have read the NIRSA CEU Provider Program Information (attached to this agreement)

Name of Event Contact

Email

*Point of contact is the person responsible for ensuring that the event's education program meets NIRSA's CEUs requirements. This person may be the chair or other member of the event's planning committee.

Please return this page to Education@NIRSA.org (please reference NIRSA Provider Program in the subject line)

Thank you for supporting competency-based, NIRSA CEU -eligible education at your event!

Offering NIRSA CEU-eligible sessions at regional/state events are a great way to offer geographically accessible learning opportunities for members looking to earn NIRSA CEUs to apply towards Registry applications and renewals. For regional/state events interested in being an CEU provider, NIRSA prefers a signed providership agreement on file.

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Provider FAQs

If my event is a NIRSA CEU Provider, do all education programs at our event have to be offer NIRSA CEUs?

No. Agreeing to be a NIRSA CEU Approved Provider communicates to potential attendees that by attending your event, they will have an opportunity to earn NIRSA CEUs. Those opportunities are required to be identified as such in your event's marketing materials. However, not all education programs offered at your event need to be designed to be CEU eligible. NIRSA encourages state and regional directors to design their events to offer a variety of learning formats. It is understood that not all education programs may meet the CEU-standards.

If my event is a NIRSA CEU Provider, does that mean we can also offer other association CEUs---i.e.---American Council on Exercise (ACE), American Council of Sports Medicine (ACSM), etc.?

No. As an Approved NIRSA CEU Provider, you are committing to designing content that aligns with the NIRSA providership requirements only. To provide other types of CEUs, event planners would have to submit an application directly to the organization who oversees such CEUs.

If my event is a NIRSA CEU Provider, who is responsible for making sure the event is fulfilling the providership requirements?

It is up to your event planning committee to determine who will serve as the point of contact. It is recommended that planning committees appoint a designated "continuing education credit manager/education manager," or other appropriately named position, to oversee the implementation of the providership requirements. This person's responsibilities should include:

- Familiarizing themselves with the contents of NIRSA Core Competency Framework.
- Familiarizing themselves with the contents of RCRSP Handbook.
- Ensuring that the proposal process is designed to support CEU criteria. This includes—
- Working with the event planning team to design the event's proposal process so that it is clearly communicated to presenters what kind of content you are seeking to support growth in NIRSA's Core Competency Framework areas.
- Clearly communicating the time requirements necessary for an education program to be have a CEU value. Doing so will help presenters design and submit high quality presentations in alignment with CEU requirements.
- Being responsible for reviewing CEU requirement information, and educating other members of the planning committee so they are aware of and can support the education initiative.
- Serving as liaison between NIRSA Professional Development staff and event committee to address questions pertaining to CEUs and the RCRSP designation.
- Displaying the Registry Education Kit materials in a manner you find appropriate for your events---through electronic or hard copies. NIRSA will provide you with a hard copy sampling of these materials, with electronic files (if you wish to print more) with these materials as part of your event's providership.

Does the Provider Program require events to submit all session information to NIRSA for review?

No. By signing the provider agreement, Approved Providers are agreeing to uphold the requirements to host CEU-eligible education programs at your event. The NIRSA Approved Provider Program reserves the right to more formally audit events. Such an audit would include a request for all education program information (i.e.-event website access, printed program, session evaluations.)

Although not required, NIRSA encourages providers to use NIRSA Event Services and the proposal management system included with that service. Doing so helps the association keep association related education information in a centralized database.

Do I need to submit a Provider application?

Event planners must submit their Approved Provider application to NIRSA HQ prior to launching their Call for Proposal process. Doing so helps get your event on NIRSA's Professional Development radar

Does NIRSA provide resources to Providers to help implement our providership?

Yes. Upon approving your event's providership, event planners will be emailed a *Providership Kit*. This kit will include the following resources to help educate your attendees about your providership and educate your attendees about the Association's Registry (RCRSP) designation:

- Registry Handbooks
- Registry Quick Fact Flyers
- Customizable Communication Templates –can be used to incorporate CEU information into the event's communication plan
- NIRSA Provider seal that can be incorporated into your marketing materials to help inform attendees that the event will offer NIRSA CEUs

Continuing Education Unit (CEU) Information

Continuing Education Unit (CEU) Information

Any continuing professional education offered by any entity may be acceptable toward RCRSP applications and renewals, if it meets the NIRSA CEU requirements outlined below.

What is a NIRSA Continuing Education Unit (CEU)?

CEUs may be defined in various ways depending on the credential program. NIRSA Continuing Education Units (CEUs) are records of education experiences that are to be earned and used towards RCRSP applications and renewals. NIRSA CEUs are assigned to education activities/programs/events which meet the NIRSA CEU-eligible standards outlined in this section of the handbook. One NIRSA Continuing Education Unit (CEU) is defined as one hour of participation in an organized continuing education experience that meets the criteria below.

1.0 NIRSA CEU= 1.0 hour

Example: A person who attends a 60 -minute conference session may earn 1.0 CEU for that education

NIRSA CEU Criteria

To be a CEU-eligible education activity, a program/event/activity must meet the following criteria. In signing the RCRSP application, RCRSP credential holders agree to a Standards of Conduct that the education activities they list in their application/renewal comply with the established criteria.

- 1. CONTENT:** The education must be competency-based. The content must support professionals' growth in at least one of NIRSA Core Competency areas:

Programming	Personal & Professional Qualities	Human Resources Management	Business Management
Philosophy & Theory	Legal Liabilities & Risk Management	Facility Management, Planning & Design	Research & Evaluation

Ref: NIRSA Core Competency Framework: <https://nirsa.net/nirsa/core-competencies/>

- 2. DURATION:** The education must be at least 30 minutes. The education program/event/activity must be designed to be at least 30 minutes in duration (0.5 CEUs). Beyond the 30-minute minimum, CEUs will be awarded in 15- minute increments. Any education that ends in between a 15- minute increment should be rounded down to the nearest 15-minute increment.

3. **FACILITATION:** The education must include content that is designed and facilitated by qualified subject matter experts. The education should be facilitated by a qualified individual(s) based on their education, expertise, and experience.

4. **INSTRUCTIONAL DESIGN:** The education must have learning outcomes. The education program must articulate at least one learning outcome. A learning outcome is a clear statement of what a learner is expected to be able to do/know/value at the completion of the education program. This statement may be present in the event/session description. The purpose of this requirement is to ensure that the learning outcomes of the education program supports the learner’s growth in NIRSA Core Competencies.

5. **EVALUATION:** The education must include an evaluation. After the education program, an evaluation of the program must be offered to learners. That may be in the form of a session evaluation, or post event evaluation. The purpose of this requirement is to ensure that the learner is offered an opportunity to reflect on their experience and takeaways from the program. Reflection is an important aspect of the learning process.

Duration of session	Please note the following CEU value in the description:
30 minute session	0.5 NIRSA CEUs
45 minute session	0.75 NIRSA CEUs
60 minute session	1.0 NIRSA CEUs
75 minute session	1.25 NIRSA CEUs
90 minute session	1.5 NIRSA CEUs
105 minute session	1.75 NIRSA CEUs
120 minute session	2.0 NIRSA CEUs
<p>Beyond the 30-minute minimum, CEUs will be awarded in 15- minute increments. In addition to the examples above, if you are offering programs longer than 120 minutes (2 hours), the provider would just follow the pattern above, with a 3-hour program =3.0 NIRSA CEUs, etc. Any education that ends in between a 15- minute increment should be rounded down to the nearest 15-minute increment.</p> <p>Examples of education ending in between a 15-minute increment 40-minute program = 0.5 NIRSA CEUs 55-minute program=0.75 NIRSA CEU</p>	