



Dear AWCI Member,

AWCI would like to thank you for your interest in Continuing Education. We strongly believe in the importance of continuing education and your efforts help us to carry out our mission of *Improving the Art, Science, and Business of Horology*.

The complete set of requirements for CEUs can be found in the *Standards & Practices* document. A summary of the approval process is included here:

CEUs can be awarded for:

- Attending pre-approved educational classes or seminars
  - This may include: classes at AWCI, classes taught by industry, classes taught at conventions and affiliate chapter meetings, etc.
- Teaching educational classes or seminars
- Writing technical articles for *Horological Times*
- Mentoring an apprentice or teaching distance learning courses
- Participating in AWCI CW21 Assessment or Administration
- Educational contributions including book publishing
- Personal improvement through non-Horological education, volunteerism, etc.

Approval for the above activities should be obtained **prior** to completing the activity for which CEUs are sought.

Instructors should fill out an application and submit course material at least 6 weeks prior to the course for BOE and Education Committee approval.

Students should enquire with the instructors about CEUs prior to attending a course and request that the instructor apply to the BOE for CEU approval if they have not already done so.

A description of the available forms and their use is found on the following page.

Thank you,

AWCI Board of Examiners



## CEU Approval Process

### Instructors

Please fill out and submit the ***CEU Course Approval Application*** at least 6 weeks prior to teaching the course. The board of examiners and education committee will review your submission. You will receive notification of approval or recommendations for changes in order for the course to qualify for AWCI CEUs. If your application is approved you will receive a ***CEU Registration Form*** which you will give to students who successfully complete your course (and the assessment when applicable). Students must submit this form bearing your signature in order to receive credit for attending the course.

If you wish to receive CEUs for teaching the course you must also submit the ***Application for Teaching CEUs***.

### Students

Please contact the instructor of any Horological course prior to your attendance to enquire about CEU eligibility. If they have not yet applied for CEU Approval you should encourage them to submit an application so that you can receive the necessary CEUs.

You should receive a ***CEU Registration Form*** signed by your instructor when you attend an approved AWCI Continuing Education class or seminar. If you do not receive this form you should contact the instructor. If the instructor failed to obtain approval for their course, you may apply for CEUs using the ***Application for Other CEUs***. You must submit proof of successful course completion to this form along with contact information for the instructor so that AWCI can verify attendance and the content of the course.

### Others

The ***Application for Other CEUs*** is to be used when CEUs are desired for any activity other than a pre-approved course or seminar. This includes, but is not limited to: mentoring activities, writing for *Horological Times*, book publishing, personal improvement, and volunteerism.

**Please note:** Approval for these activities must be obtained ***prior*** to their completion. This gives the Board of Examiners the opportunity to suggest changes so that they meet the standards & practices set forth by AWCI as well as to instruct you on how your participation should be documented so that the Board of Examiners can evaluate and assess their effectiveness.



## CEU Course Approval Application

(To be Used by Instructors Prior to Teaching a Course so that their students can obtain CEUs for attending the course)

Instructor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Title of Course being submitted: \_\_\_\_\_

Is this a one-time course or will it be taught on a recurring basis? \_\_\_\_\_

Date(s) when course will be taught: \_\_\_\_\_

Total Length of instruction (hrs) \_\_\_\_\_ Lecture component \_\_\_\_\_ Practical Component \_\_\_\_\_

Please explain why this program should be awarded CEU units:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach to this application a brief outline of the course material, including a copy of the written assessment or a description of the practical assessment which will be used to evaluate student performance.

### FOR OFFICIAL USE ONLY

Date received at AWCI: \_\_\_\_\_

Date submitted to BOE: \_\_\_\_\_

Approval:  Accepted  Denied Date: \_\_\_\_\_

Recommendation for CEUs: Type \_\_\_\_\_ Units \_\_\_\_\_ Assigned Course Code: \_\_\_\_\_



## Application for Teaching CEUs

(To be Used by Instructors who wish to earn CEUs for their teaching efforts)

Name: \_\_\_\_\_ AWCI Member No. \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Title of Course being submitted: \_\_\_\_\_

Is this a one-time course or will it be taught on a recurring basis? \_\_\_\_\_

Date(s) when course will be taught: \_\_\_\_\_

Total Length of instruction (hrs) \_\_\_\_\_ Lecture component \_\_\_\_\_ Practical Component \_\_\_\_\_

Did you develop this course material or was it provided? \_\_\_\_\_

How much time (estimated) will you be committing to preparing to teach this course (hours)? \_\_\_\_\_

Please explain why this program should be awarded CEU units:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach to this application a brief outline of the course material, including a copy of the written assessment or a description of the practical assessment which will be used to evaluate student performance.

FOR OFFICIAL USE ONLY

Date received at AWCI: \_\_\_\_\_

Date submitted to BOE: \_\_\_\_\_

Approval:  Accepted  Denied Date: \_\_\_\_\_

Recommendation for CEUs: Type \_\_\_\_\_ Units \_\_\_\_\_



## Application for Other CEUs

(To be used by members wishing to obtain CEUs for anything other than pre-approved courses)

Name: \_\_\_\_\_ AWCI Member No. \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Short description of the activity for which you wish to obtain CEUs: \_\_\_\_\_

Date(s) associated with this request: \_\_\_\_\_

How much time (estimated) will you be committing to this activity? \_\_\_\_\_

Please explain why this program should be awarded CEU units:

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Please review the requirements for CEUs in the Standards & Practices document and attach to this application any information which will help the Board of Examiners determine whether CEUs should be awarded for this activity.

### FOR OFFICIAL USE ONLY

Date received at AWCI: \_\_\_\_\_

Date submitted to BOE: \_\_\_\_\_

Approval:  Accepted  Denied Date: \_\_\_\_\_

Recommendation for CEUs: Type \_\_\_\_ Units \_\_\_\_