

How to Calculate CEUs

Continuing Education Units (CEUs) for outside education are based on the **actual instructional time** of the course.

Use the following guidelines when calculating CEUs:

- 1 hour of instruction = 1.0 CEU
- 45 minutes of instruction = 0.75 CEU
- 30 minutes of instruction = 0.50 CEU
- 15 minutes of instruction = 0.25 CEU

Round to the nearest quarter-hour (0.25 CEU). Breaks, networking time, and non-instructional activities should **not** be included in the CEU calculation.

Required Documentation for Approval

All external CEU submissions must include clear evidence verifying the program. Documentation must include:

- Host organization name
- Dates of the program
- Program schedule or agenda
- List of speakers or presenters

Examples of acceptable evidence: certificates of completion, event agendas, course syllabi, brochures, or registration confirmations as long as they contain the required details listed above.

****All external CEU submissions are subject to review, verification, and removal if they do not meet AAPL's requirements.***

If you have any questions regarding eligibility or documentation, please contact education@landman.org.