



BSR/IACET 1-201X

Standard for Continuing Education and Training

OVERVIEW: The proposed Standard is a revision of the ANSI/IACET 1-2013 Standard for Continuing Education and Training which defines a proven model for developing effective and valuable continuing education and training programs.

Every five years, IACET makes its scheduled update to the IACET Standard for Continuing Education and Training. The changes noted in this proposal emanate from the formation of a consensus body of provider organizations and individual members representing the following interest categories:

- For Profit
- Non-Profit
- Government
- General Interest/Other

The consensus body (the IACET Council on Standards Development-ICSD) complies with the ANSI-accredited IACET Council on Standards Development Procedures for American National Standards. The ICSD provides individual comments representative of their interest categor(ies), as well as considering the comments and feedback collected by IACET staff that have been gathered by IACET Board members, Commissioners, workshop/webinar facilitators and staff during the period the current Standard has been in place. Once the ICSD has reached a consensus on its preliminary proposal, the draft is released for review and comment via website posting available to any interested party. It is also published in the ANSI Standards Action for public review and comment for a period of 45 days. The first public review for the DRAFT IACET 1-2018 Standard for Continuing Education and Training closed on June 5th at 5:00 pm ET. The public comments have been reviewed by the ICSD and any action taken voted on and reported to the individuals who submitted comments. This document outlines the changes made to the DRAFT IACET 1-2018 Standard for Continuing Education and Training based on the action taken on the first public review comments.

Except for this overview (Page 1) this entire document is open for public comment for 45 days. After the 45-day period, public review will be closed. This document will be finalized based on comments and then submitted to ANSI. Please use this [online form](#) to submit your comments. *Please submit comments by identifying the Category and Element numbers.*

To review a PDF of the draft IACET 2018 Standard, please [click here](#).
If you have questions, please contact Tracey Naughton at tnaughton@iacet.org or call 703-234-4097.

Category 1: Organization, Responsibility and Control

*Items in red font are new elements or elements moved from another Category and edited.
Items Under-scored represent a change in verbiage.*

- 1.1 The Provider shall be incorporated, registered or otherwise recognized as a legal entity.
- 1.2 The Provider shall support the development, administration and delivery of the training it provides with a mission statement, statement of goals and/or other strategic documentation.
- 1.3 The Provider shall identify the unit and position(s) within the organization that is responsible for compliance with the ANSI/IACET 1-2018 Standard for Continuing Education and Training.
- 1.4 The Provider shall have a process to measure effectiveness of its support of the development, administration and delivery of the training it provides.
- 1.5 The Provider shall have a periodic internal review process that ensures adherence to the current ANSI/IACET1-2018 Standard for Continuing Education and Training.
- 1.6 The Provider shall have an anti-discrimination policy statement.
- 1.7 The Provider shall have a policy that requires disclosure of any instructor's proprietary interest in products, instruments, devices or materials. This disclosure must be included in all marketing materials and at the beginning of the learning event.
- 1.8 The Provider shall have a policy regarding intellectual and legal property rights for all material used in its learning event.

Commented [TN1]: There were no changes made to DRAFT Category 1. Some public comments have been referred to the ICSD Task Forces for further evaluation and inclusion in the guidance documentation and/or 2018 application.

Category 2: Learning Environment and Support Systems

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2.1 The Provider shall ensure there are relevant instructional and learning resources for instructors, learners, and staff.

2.2 The Provider shall have a process to ensure learning environments support the achievement of learning outcomes.

2.3 The Provider shall have a process to disseminate information including, but not limited to: the learning outcomes, criteria to earn CEUs, prerequisites and other requirements in advance of the learning event.

2.4 The Provider shall provide support services for the learners prior to, during and following the learning event.

~~For further clarification, refer to the term, "Support Services" as defined in the Key Terms section of the Guidance.~~

2.5 The Provider shall provide administrative and technical support to instructors, instructional design and development staff, program evaluators and administrators prior to, during and following the learning event.

~~For further clarification, refer to the term, "Support Services" as defined in the Key Terms section of the Guidance.~~

Commented [TN2]: Except as noted below, there were no changes made to DRAFT Category 2. Some public comments have been referred to the ICSD Task Forces for further evaluation and inclusion in the guidance documentation and/or 2018 application.

Commented [TN3]: For purposes of consistency of format, this statement has been removed from the Standard. Key Terms will be defined in the Annex and hyperlinks to the definitions will be added throughout the document.

Commented [TN4]: For purposes of consistency of format, this statement has been removed from the Standard. Key Terms will be defined in the Annex and hyperlinks to the definitions will be added throughout the document.

Category 3: Planning and Instructional Personnel

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3.1 The Provider shall document that individuals involved in the design, development, delivery and evaluation of learning events are qualified to perform their assigned tasks.

3.2 The Provider shall have a process in place to document individuals' professional development activities for purposes of ensuring those who are involved in the design, development and delivery of learning events remain current in subject matter material and learning methods.

3.3 The Provider shall have a process in place that requires regular performance evaluations of instructors, instructional design and development staff, program evaluators and administrators.

Commented [TN5]: Planning and Instructional Personnel was changed from Category 5 to Category 3 based on Public Comments.

Commented [TN6]: This element was added based on Public Comments. It is an ANSI standard.

Category 4: Needs Analysis

*Items in red font are new elements or elements moved from another Category and edited.
Items Under-scored represent a change in verbiage.*

4.1 The Provider shall have a process for conducting a formal needs analysis for the learning event that guides the development of planned learning outcomes and learning event design. The process shall include information about how the learning event needs are periodically evaluated to support the currency and relevancy of the program content.

Commented [TN7]: To accommodate the new Category 3, Needs Analysis is now Category 4. There were no changes made to the DRAFT Needs Analysis. Some public comments have been referred to the ICSD Task Forces for further evaluation and inclusion in the guidance documentation and/or 2018 application.

Category 5: Learning Outcomes

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5.1 The Provider shall have learning outcomes that are specific and measurable, achievable, realistic and time-based.

5.2 The Provider shall document the relationship between needs analysis and planned learning outcomes.

Commented [TN8]: To accommodate the new Category 3, Learning Outcomes was changed from Category 4 to Category 5.

Commented [TN9]: The under-scored change was in response to Public Comments. Some public comments have been referred to the ICSD Task Forces for further evaluation and inclusion in the guidance documentation and/or 2018 application.

Category 6: Content and Instructional Requirements

*Items in red font are new elements or elements moved from another Category and edited.
Items Under-scored represent a change in verbiage.*

6.1 The Provider shall have a process in place to ensure the selected content logically supports the learning outcomes.

6.2 The Provider shall have a policy in place to review course content for quality, currency, effectiveness and applicability.

Commented [TN10]: 6.2 is a new element that was added in response to public comments. it is important to have a policy/methodology as with evolving technical changes, etc.

6.3 The Provider shall demonstrate that instructional methods are appropriately matched to achieve the learning outcomes and incorporate adult learning principles.

~~For more information about assessment, please refer to the *Bloom's Taxonomy*, "From Bloom to Assessment", illustration in Guidance.~~

Commented [TN11]: For purposes of consistency of format, this statement has been removed from the Standard. An updated Bloom's Taxonomy document will be included in the Annex.

6.4 The Provider shall have a process for calculating and recording the IACET CEU for learning events.

6.5 Instructional delivery shall include communication of learning outcomes and requirements to earn the IACET CEU at the beginning of the learning event.

Category 7: Assessment of Learning Outcomes

*Items in red font are new elements or elements moved from another Category and edited.
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- 7.1 Assessment methods shall measure the achievement of learning outcomes.
For more information about assessment, please refer to the *Bloom's Taxonomy*, "From Bloom to Assessment", illustration in Guidance.
- 7.2 The Provider shall provide evidence of the assessment methods used to determine whether learners have achieved each of the planned learning outcomes selected during event planning.
- 7.3 The Provider shall have a process in place to ensure learners have achieved the learning outcomes through the learning assessment.

Commented [TN12]: The order for 7.1 and 7.2 was changed to create a more linear flow. Previously this element was 7.2.

Commented [TN13]: For purposes of consistency of format, this statement has been removed from the Standard. An updated Bloom's Taxonomy document will be included in the Annex.

Commented [TN14]: The order for 7.1 and 7.2 was changed to create a more linear flow. Previously this element was 7.1.

Commented [TN15]: This change was made based on Public Comments to replace the terminology "mastered" with "achieved".

Category 8: Awarding the IACET CEU and Maintaining Learner Records

*Items in red font are new elements or elements moved from another Category and edited.
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8.1 The Provider shall have a process in place that verifies that the learner who registers and participates in the learning event is the ~~is the~~ same learner who receives the IACET CEU.

Commented [TN16]: The CEU being referenced in this document are always referring to IACET CEUs. There were no other changes to this Category.

8.2 The Provider shall have a process in place to identify and inform learners if they have or have not met the established criteria for earning the IACET CEU.

8.3 The Provider shall document successful completion of the established criteria either through a certificate of completion or a training transcript.

8.4 The Provider shall provide documentation of an operational recordkeeping system, including backup, for each learner and learning event; including:

- 1) Provider's name and address
- 2) Learner's name and/or unique identification
- 3) Learning event title
- 4) Completion date of the learning event
- 5) Number of IACETCEUs awarded

~~If units other than CEUs are awarded, the transcript shall include a conversion formula or explanation so the equivalent number of IACET CEUs can be determined.~~

Commented [TN17]: The IACET CEU measurement is to be used when issuing IACET CEUs.

- 6) Description of codes used, if any

8.5 The Provider shall have a process to maintain training records and make them available to learners for a minimum of seven (7) years.

8.6 The Provider shall have a policy in place for ensuring the privacy and information security of learners' records. The policy shall address the role of information input, maintenance, release and the issuance of learners' records following completion of a learning event.

Category 9: Evaluation of Learning Events

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9.1 The Provider shall have a process that requires the comprehensive, systematic evaluation of the learning events.

~~For more information about learning event evaluation, please refer to the Kirkpatrick Evaluation Model in Guidance.~~

Commented [TN18]: For purposes of consistency of format, this statement has been removed from the Standard. An updated Kirkpatrick's Model document will be included in the Annex.

9.2 The Provider shall have a process for analyzing learning event evaluation results and providing them to instructors, instructional design and development staff, program evaluators and administrators to ensure these results are incorporated into continuous process improvement for the specific learning event and future learning events.

Commented [TN19]: Based on Public Comments, this was made consistent with Element 2.5.

9.3 The Provider shall demonstrate that the results of the learning event evaluation are incorporated into the continuous improvement process for future learning events.

Commented [TN20]: This element was added based on Public Comments.