



## The CEU Program of the American Institute of Professional Geologists

### Why AIPG Offers Continuing Education Units

- **Need** — AIPG already recognizes the value of CEUs in demonstrating progress in meeting expectations for our Continuing Professional Development Program. In addition, some state certification or license renewals rely on CEUs.
- **Professional service** — Credible documentation for completion of legitimate courses or workshops related to the practice of Geology is needed. Documentation of training in the geosciences for other professions, such as Real Estate, is also needed.
- **A Self-supporting program** — A schedule of modest fees paid by the organization offering the course or workshop will cover AIPG costs.
- **AIPG's opportunities and limited competition** — We have received inquiries whether AIPG would review and authorize CEUs for workshops by providers of professional training, including university faculty. AIPG sponsors some workshops for which CEUs are desirable. GSA, AGU, and AAPG award CEUs for some activities.

### The AIPG Clearinghouse for CEUs

The national office will provide all communication, billing, record keeping, and CEU certificates for activities that involve CEUs authorized through AIPG. AIPG members will review workshop outlines and time schedules, instructor qualifications, and workshop evaluation forms before AIPG authorizes CEUs for any activity. Most communication will involve electronic mail.

The fees involve an administrative fee of \$75 per activity (to review credentials and determine how many CEUs are appropriate) and a fee of \$10 per person receiving the CEUs.

IACET has a program called the Authorized Providers Program, an attempt to have universal standards among providers of training. We shall conform to their stated guidelines and seek to become an Authorized Provider of IACET in the foreseeable future. At that time we shall revise of fee schedule.

Organizations seeking CEUs through AIPG are here provided a caveat that qualification and eligibility through AIPG does not guarantee that all professional organizations will accept our CEUs toward their CEU requirements. Although uncommon, some organizations accept only CEUs that they themselves authorize. Therefore, workshop participants are responsible to stay informed about those requirements their professional organizations or regulatory agencies establish for continuing education. This is not the responsibility of AIPG.

### Frequently Asked Questions

#### 1) Who answers questions and who keeps records?

The national office will provide all communication, billing, record keeping, and CEU certificates for activities that involve CEUs authorized through AIPG.

Appropriate addresses are:

- American Institute of Professional Geologists  
12000 Washington St., Suite 285  
Thornton, CO 80241-3134
- FAX 303.253.9200
- Phone 303.412.6205
- [aipg@aipg.org](mailto:aipg@aipg.org)

**2) How is an activity reviewed for AIPG?**

AIPG members will review workshop outlines and time schedules, instructor qualifications, and workshop evaluation forms before AIPG authorizes CEUs for an activity. Most communication will involve electronic mail.

**3) What are the costs to the activity provider?**

The fee schedule involves an administrative fee of **\$75 per activity** (to review credentials and determine how many CEUs are appropriate) **and a fee of \$10 per person receiving the CEUs.**

**4) Are AIPG CEUs universally accepted?**

Qualification and eligibility through AIPG does not guarantee that all professional organizations will accept our CEUs toward their requirements. Although uncommon, some organizations accept only CEUs that they themselves authorize. Therefore, workshop participants are responsible to stay informed about requirements of their professional organizations or regulatory agencies requiring continuing education. This is not the responsibility of AIPG.

IACET has a program called the *Authorized Providers Program*, an attempt to have universal standards among providers of training. We shall conform to their stated guidelines and seek to become an Authorized Provider of IACET in the foreseeable future.

**5) What do I need to include in an application for qualifying a program for AIPG CEUs?**

- (a) You need to fill out an application
- (b) Send payment of \$75 to cover administrative costs of the review. If known at the time, also send \$10 per participant for the CEU certificates.
- (c) Send a brief vita of instructor(s), indicating qualifications for and experience in instruction in the topic area.
- (d) Send a proposed evaluation form about their satisfaction for participants to fill out upon completion.

**6) How much time will all this take?**

Using e-mail will save time. We generally need 3 weeks.

**Application for CEU credit from  
AMERICAN INSTITUTE OF PROFESSIONAL GEOLOGISTS**

**Please complete 1-11, and return form.**

1. Title of activity \_\_\_\_\_
2. Location of activity \_\_\_\_\_
3. Dates \_\_\_\_\_
4. Sponsoring organization \_\_\_\_\_
5. Brief description of activity (please attach an outline, schedule or summary) \_\_\_\_\_
6. Approximate number of participants \_\_\_\_\_
7. Hours of learning activity (exclude registration, breaks, etc) \_\_\_\_\_
8. Name(s) of Instructors (please attach vita) \_\_\_\_\_
9. Name, phone, and e-mail address for main contact \_\_\_\_\_
10. One address where AIPG will send certificates conferring CEUs. \_\_\_\_\_
11. Has this activity been reviewed and approved for CEUs by AIPG in the past? If so, please provide details and any changes in the current program. \_\_\_\_\_

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**Do not write below this line**

AIPG Processing      CIRCLE IF TIME CRITICAL

Pre-program Review of activity:

Date received \_\_\_\_\_

Reviewed by \_\_\_\_\_

Further info needed \_\_\_\_\_

\_\_\_\_\_

Final OK on status \_\_\_\_\_

Adm. fee paid \_\_\_\_\_

Post -program:

roster of participants and fee \_\_\_\_\_

summary of evaluations \_\_\_\_\_

date certificates sent to contact \_\_\_\_\_

permanent record of CEUs \_\_\_\_\_

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Approved to proceed: CEU Director or designate \_\_\_\_\_ date \_\_\_\_\_

Completion of all responsibilities date \_\_\_\_\_ reviewed by \_\_\_\_\_