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# Continuing Education Program Guidelines

## **CE Guidelines-1**

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## CE Guidelines-2

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## Introduction

MEAC is an independent agency for professional direct-entry midwifery education in the United States. One of its roles is to provide expertise in the evaluation of continuing education (CE) for midwives and other women's health care providers. MEAC acts to approve as appropriate the CE programs that individual sponsors and national or state midwifery organizations offer to midwives and related professionals. Program sponsor organizations receive MEAC approval for their intended offerings, then award to participants the contact hours or equivalent continuing education units (CEUs). MEAC does not award the contact hour certificates or proof of attendance, or “accredit” CE programs. It approves learning opportunities presented by organizations/sponsors who then to award contact hours for their CE programs after review of their applications.

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## Advantages of MEAC Approval for Continuing Education Programs

MEAC’s mission is to promote excellence in midwifery education. Most licensed or professional midwives require CE programs for re-certification or license renewal. Approval of CE programs by an agency that has set criteria reflecting nationally recognized standards provides an assurance of educational quality for employers, governmental officials, and the public.

MEAC will advertise approved programs on our website if you would like. Email a brief description of the program for posting as you would like it to appear on the MEAC website to [ceu@meacschools.org](mailto:ceu@meacschools.org). MEAC reserves the right to edit the text of submissions as necessary, and accepts requests for further revisions.

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## Criteria for Defining Continuing Education

Continuing education is a formal, planned, and measurable learning experience that provides on-going professional development and training for which academic credit is not awarded. Continuing education is intended to go beyond the basic skills and knowledge already obtained through basic professional midwifery education. MEAC approved continuing education must:

- Extend beyond basic (entry-level) midwifery education
- Update learning or skills
- Provide NEW learning or NEW skills
- Provide historical, philosophical, social, professional issues, or experiential perspective or enrichment

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## MEAC Criteria for Contact Hours

1. Each activity is planned in response to educational needs that have been identified for a target audience.
2. Each activity has clear and concise written statements of intended learning outcomes.
3. Qualified instructional personnel are involved in planning and conducting each activity.
4. Content and instructional methods are appropriate for the intended learning outcomes of each activity.
5. Sponsors of distance education, independent study programs, or activities without a live instructor such as homework must assess participant attainment of the learning objectives.
6. Each learning activity is evaluated by the participants.
7. The sponsor has an identifiable unit, group, or individual with clearly defined responsibilities for developing and administering learning activities
8. The sponsor has a review process that ensures that CEU criteria are met.
9. The sponsor maintains a complete record of each individual's attendee's participation and can provide a copy of that record on request for a period of at least seven (7) years.
10. The sponsor provides an appropriate learning environment and support services for participants.
11. MEAC keeps records of all applications for a period of four (4) years.

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## Activities Appropriate for Continuing Education

- Presentation or program with a live instructor or discussion leader
- Independent study/distance learning courses and programs. These might include computer assisted instruction/online webinars, interactive videos, planned projects, and correspondence courses, which must include learner assessment and feedback
- Field trips, homework, and lab assignments that are an integral part of a structured program and for which learner assessment and program evaluation are both included

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## Ineligible Activities

- Courses for academic credit
- Association membership meetings, committee meetings, luncheons etc.
- Entertainment or recreational activities
- Travel
- Work study programs or individual scholarships
- Unmonitored study or work experience
- Study time, travel, assigned reading, or other activity outside the classroom activity unless the activity is monitored or assessed, and the learner receives feedback or and provides evaluation of the activity to the sponsors/presenters.
- Recertification programs offered by separate organizations providing their own authorized instructors such as CPR or Neonatal Resuscitation

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## Application Deadlines

**Recommended deadline: 45 days prior to the program advertisement date.** This will help ensure notification of program approval prior to the program dates and will allow enough time for any changes, clarifications, or additions needed.

**MEAC DOES NOT REVIEW APPLICATIONS RECEIVED AFTER AN EVENT HAS TAKEN PLACE.** If an application is received without adequate time for review, it must be advertised only as CE credit applied for, but not guaranteed.

Notification of approval, number of contact hours approved or contact hour denial will take a minimum of 30 days.

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## Duration of Continuing Education Approval

Program content approval is good for two years from the date of receiving the MEAC's approval notification letter. The content of that program must be offered as approved in its entirety within two years in order to qualify for the originally approved contact hours.

Program sponsors **may award CE for individual sessions only** as a part of a program and not as an independent program. Sponsors who wish to offer individual sessions that have been approved as part of a larger program (e.g. MANA conference) must submit a separate individual application for contact hour approval. **Individual sessions offered independently must resubmit another application for contact hour approval.**

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## Contact Hour Application Fees

Enclose the appropriate amount as described on the application.

### Contact Hour Fee Schedule

	Corporation	Not-for-profit	MEAC Member Schools and NARM
4 hours or less	\$100.00	\$80.00	\$30.00
5 hours to 8 hours	\$200.00	\$150.00	\$50.00
Every hour over 8 hours	\$10.00 per hour	\$10.00 per hour	\$10.00 per hour

For additional help in determining contact hour fees, email [ceu@meacschools.org](mailto:ceu@meacschools.org).

The appropriate application fee can be paid in one of three ways:

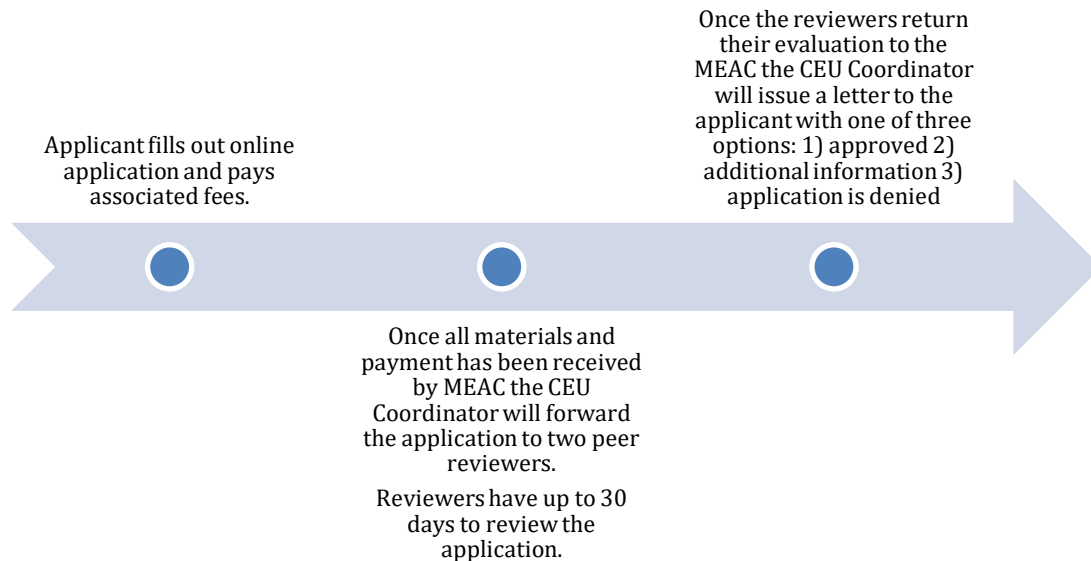
- By mail via check or money order made payable to MEAC and mailed to 850 Mt. Pleasant Ave, Ann Arbor, MI 48103 (please write the name of your program/workshop on the front of the check in the memo line)
- Along with the application via credit card on our website: <http://meacschools.org/approval-process-for-ceus/>
- Via PayPal directly to [ceu@meacschools.org](mailto:ceu@meacschools.org)

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## MEAC Approval Process

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MEAC has established a volunteer committee of experts in midwifery education. Two evaluators will use MEAC standards in evaluating each application. The application must be a coordinated, well-designed, well-defined proposal where all sections of the application must be completed.



If the volunteer committee does not agree on the final evaluation, the CE chairperson will make a final determination. Program applicants have the right to appeal a denial/denied decision but may be required to await a response from the MEAC Board of Directors at their next regularly scheduled meeting. The sponsor will receive notice in writing of MEAC's determination.

Determinations will be as follows:

**Approved:** The program clearly meets all the established guidelines.

**Approved Upon Completion:** The program essentially appears to meet the guidelines; however the information is inadequate to make a clear and final approval determination. These applications will be returned for requested corrections or clarifications. **Program or session sponsors will have 30 days to respond with completed information. Otherwise contact hour approval will be denied.**

**Denied:** The program application is complete but the content does not meet all of MEAC's guidelines for approval of contact hours. (See "Activities Appropriate for Continuing Education" and "MEAC Criteria for Contact Hours" on page 4.) An explanation will be made for the denial.

**Partial Program Approval:** Some sessions within the overall program may meet criteria while others do not. Contact hours will be approved for those that meet criteria, and an explanation will be made for those that are denied approval.

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## Determining How Contact Hours Are Awarded

The MEAC formula for determining a contact hour is:

### **CE Guidelines-7**

**60 minutes = 1 contact hour = 0.1 CEU**

**600 minutes = 10 contact hours = 1 CEU**

In other words, it will take 10 contact hours to equal ONE (1) CEU. If a certifying body requires 3 CEUs every re-certifying period, then 30 contact hours of CE will be required.

It is important that the difference between contact hours and continuing education units (CEUs) be recognized when planning continuing education presentations. It is up to the learner to determine whether contact hours or CEUs are required for recertification/re-licensure. Certificates that organizers/presenters issue to learners must state both how many contact hours and how many CEUs MEAC has authorized.

**Contact hours are calculated with the following formula:** The cumulative number of program minutes divided by 60 equals contact hours. When the fractional part of an hour is 50 minutes or more, count it as a whole hour. Count any portion of an hour between 30 and 49 minutes as 30 minutes. Any part of an hour less than 30 minutes should be discarded. Do not count breaks, but you may count videos, discussions, feedback etc.

**Example:**

**8:00-8:30** - Registration

**8:30-9:30** - Prenatal Lab Work Update and Overview of Initial Profile **60 minutes**

**9:40-10:30** - Changes, Additions and Rationale **60 minutes**

10:30-10:45 - BREAK

**10:45-12:15** - Community Standards, CDC Recommendations **90 minutes**

12:15- 1:30 - Lunch and Presentations

**1:30- 3:00** - Specialized Tests in Pregnancy **90 minutes**

3:00- 3:15 - Break

**3:15- 4:45** - Abnormal Lab Values/MD Consultation **90 minutes**

*Total contact minutes for this program equals 390 (6 hr 30 min), which divided by 60 equals 6.5 contact hours. To calculate CEUs, divide 6.5 contact hours by 10, which equals 0.65 CEUs.*

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## Calculating Contact Hours for Activities with No Preset Time Limit

### CE Guidelines-8



A CE program may include independent study, sometimes called “distance learning,” practical hands-on experiences, or homework assignments that do not have a built-in timeframe intrinsic to the assignment. If the activity meets MEAC CE criteria, contact hours can be determined by calculating the average time several learners have spent in accomplishing the task.

**Example 1:** A reading of a case study. Three (3) learners are expected to read ten pages of material.

Minutes required for

Learner #1: 60

Learner #2: 85

Learner #3: 62

Total average minutes = 69

The average number of minutes of the above three learners is 69 minutes. Thus, learners would be awarded a total of 60 minutes or one contact hour of CE credit.

**Example 2:** Supervised practice of suturing of second-degree lacerations. Five (5) learners are each expected to perform 10 repairs under supervision. These repairs might occur at an actual birth or during a “lab” session, using simulated tissue, e.g. sponges or meat.

Laceration Repair # 1 2 3 4 5 6 7 8 9 10 **Total Minutes**

Minutes required for

Learner #1: 20 30 25 15 30 20 35 20 25 40 **260**

average minutes = 26

Learner #2: 40 30 45 30 35 25 25 20 20 15 **285**

average minutes = 29

Learner #3: 20 20 15 12 15 25 10 15 10 20 **162**

average minutes = 16

The average number of minutes of the above 3 learners is 24 minutes (rounded off) for each laceration repair. For 10 required laceration repair experiences, the learners would be awarded a total of 240 minutes or 4 contact hours of CE.

**Documentation of the calculation should be submitted with the application.**

## Speaker Changes

A speaker change may be made requested after the program has received approval as long as the new speaker has comparable comparative education and experience in the specific content

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area and uses the same behavioral objectives and course outline. MEAC must be notified in writing, and the new speaker's full résumé or CV must also be sent included with the request.

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## Record Maintenance and Contact Hour Awards

**The sponsoring organization generates the Certificate of Attendance that is given to each participant after completion of the program.** A template [or sample] copy of that form is requested as a part of the application submissions sent to MEAC for approval.

A certificate documenting the number of contact hours can serve as attendance verification and should include the following information:

- Participant's name
- Last four numbers of participant's social security number
- Program name
- MEAC ID approval #
- Date of activity (if available) or indicate multiple repeating presentations
- Number of contact hours awarded and equivalent number of CEUs
- Name and address of sponsor
- Speaker's/teacher's Participant's name

The sponsor also maintains, in a safe and accessible place, for a period of seven (7) years, a list containing all the information listed on the certificate above. For online programs, independent study, or distance learning classes, verifications of successful completion of the program via assessment documentation or post tests should also be kept by the sponsor. Assessment documentation or post tests for online programs, independent study, or distance learning classes verifying successful completion of the program should also be kept by the sponsor.

MEAC does not keep a record of attendance for programs it approves. The sponsor must do this and verify to MEAC how it intends to keep attendance records. MEAC keeps records of all applications for a period of four (4) years.

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# Submission Instructions and Application Checklist

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY via the MEAC website form. You must fill out a Program application AND, if your program contains more than one session, a separate Session application for each session must be filled out.

**Definition for Program:** Program is a class or course, workshop, online webinar, or a conference consisting of one or several sessions. A program can be composed of one or multiple sessions.

**Definition for Session:** A Session is one particular presentation on a topic or subject

## Examples:

- a one-hour webinar covering one topic is a program with one session
- a conference with multiple topics/subjects is a program with multiple sessions (e.g. MANA Conference)
- an 8-hour workshop with a single topic is a program with one session
- an 8-hour workshop with 2 distinctly different topics is a program with 2 sessions

**Program application via MEAC website** <http://meacschools.org/approval-process-for-ceus/>

**The form will also require the applicant to submit via upload the following items:**

- **Program Brochure/ Flyer, or website URL.** A physical brochure, advertisement, or flyer, or the URL for an online brochure may be submitted. This advertisement may be a draft and should include:
  - a. The name of the program
  - b. The sponsoring organization
  - c. The date and schedule with allocation of expected session times
  - d. The cost of attendance (if available)
  - e. Names and credentials of presenters
  - f. Topics being presented
  - g. The target audience (midwives, doulas, childbirth educators, nurses, etc.)
  - h. Number of CE contact hours applied for
- i. Which organization(s) have approved the program for CE credit, or have been applied to for credit

*Note:* Some items may not apply to independent study/distance learning programs.

- **Evaluation Forms.** One (1) for entire program and one (1) for each session when individual sessions are presented.
- **Attendance Verification and Contact Hour Certificate sample.**

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- **Posttest(s) (if applicable).** Because attendance cannot always be verified for some online classes or independent study/distance learning programs, assessment of learning outcomes is required for such programs. If assessment is via a posttest, attach a copy/copies
  - **Full CV or resume for each presenter** (PLEASE NOTE - short bios will not be accepted)
  - **Session Summary Table if you apply for more than one session**
  - **Fee (can be paid by check or on the MEAC website or via paypal.**  
<http://meacschools.org/approval-process-for-ceus/>
- See details on pages 6 or contact [ceu@meacschools.org](mailto:ceu@meacschools.org) for assistance.

Incomplete applications *will not be* forwarded to the reviewers. Please read the Guidelines thoroughly to ensure that your application is complete.

Applications received by MEAC unaccompanied by the application fee *will not be* forwarded to the reviewers.

**Refresher applications/courses for topics such as NRP, ALSO, suturing etc. may be submitted to MEAC for CE approval but will not be used for Certification Purposes needed for License Renewal. Refresher courses are literally by definition just a refresher course that a person can obtain CEUs for. For all courses MEAC requires the latest and most updated references and the most recently published scientific findings. All applications including refresher, resubmissions and/or initial go through the same MEAC Application process.**

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## Program Application Instructions

**Program Title:** State the name of the program. □ The title is the initial introduction of the topic being presented.

**Target Audience:** Identifying the target audience is crucial because the program's goals and objectives should dovetail with the CE needs of that audience. When determining this, planners should remember that *needs are not the same as interests in a subject. Interests change and are personal. Needs represent identified deficiencies or opportunities for improvement?*

**Sponsor Organization/Agency/Program Providers:** List all parties involved in sponsoring the program.

**Contact Person:** List the point person in charge of organizing the program, with mailing address, city, state, zip code, phone number, and email.

**Location of Presentation:** List the name and address of the site where the program will be held. (*Note: Not applicable to online webinars, to independent study/distance learning programs or to programs that will be repeated during the two-year period of approval.*)

**Program Date(s):** List the planned date or dates for the program. For independent study/distance learning programs, list the timeframe/dates for offering this program. If a program will be repeated, list any dates currently scheduled. Approval is good for two years from the date of MEAC's approval letter.

**Online Continuing Education Calendar Listing:** Indicate whether the program should be listed on MEAC's events calendar.

**Number of Program Sessions:** List on the Session Summary Table the total number of sessions eligible for contact hour consideration. See page 5 for determining eligibility.

**Total number of contact hours applied for:** See pages 8 and 9 for how to perform calculation. The length of the class must be a realistic time estimate of how long it will take to cover each area of the topic.

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**Planning Committee:** List the persons who planned the conference, including at least one (CPM/LM/CNM/CM). Experienced midwives need to be involved in the planning of programs that enhance midwifery expertise or represent midwifery standards to the community.

**Application Fee:** Application fee can be paid in one of three ways: Via check or money order made payable to MEAC and mailed to 850 Mt. Pleasant Ave, Ann Arbor, MI 48103 (please write the name of your program/workshop on the front of the check in the memo line); Sponsors can also complete application fee payment via credit card on our website: at <http://meacschools.org/approval-process-for-ceus/> or send fees directly via PayPal to [ceu@meacschools.org](mailto:ceu@meacschools.org).

### **Program Details**

1. **How and why was this program subject chosen?** Explain how your group decided on the specific CE topic, for example, new skill requirements, new protocols, survey of midwives, or survey of previous program participants.
2. **If an independent study/distance learning program, how will learning be assessed?**
3. **How, with whom, and where will your organization maintain program attendance records for the required seven-year period?**

Give person's name, address, phone, email and any other contact information necessary to locate these records if needed. When the sponsor's contact information is different from the record keeper's contact information, provide BOTH with distinctions as to which one physically maintains the records.

4. **Is this program co-sponsored with another agency?** Answer as applicable.

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## Session/Speaker Application Instructions

Fill out a separate online form for each presentation or subject.

Reference the overall program title

### List Speaker Name(s):

List name(s) and credentials of presenter(s). The credentials of the named presenters are the initial indication of their qualifications to teach the session.

### Session Title:

Give the title of the session.

### Session Length in minutes:

Give the length in minutes of the session including discussion time but not counting breaks or meals. (See page 9 for how to calculate independent study sessions.)

### Teaching/Delivery Methods:

This may be by means such as lecture, discussion, case study/critical incident review, demonstration, role play, brainstorming, etc. or in the case of independent study/distance learning: teaching methods may include video, webinar, workbook module, etc.

### List Measurable Behavioral Objectives or Learning Outcomes:

The behavioral objectives describe what the participant will master as a result of attending this session. Each one objective must be **observable** and **measurable**.

#### Words that convey a clear, measurable objective are words such as:

Participants **will be able to list** 10 steps in the management of . . .

Participants **will be able to summarize** in writing . . .

Participants **will be able to demonstrate** by role play or return demonstration . . .

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**Verbs to use include:**

- list, describe, recite, write
- compute, discuss, explain, predict
- apply, demonstrate, prepare, use
- analyze, design, select
- compile, create, plan, revise
- assess, compare, rate, critique

**Words that DO NOT convey a measurable objective and should not be used are:**

Participants **will share an understanding** of . . .

Participants **will develop an appreciation** for . . .

Learners **will learn how to** deal with . . .

**Other verbs to AVOID:** know, understand, learn, appreciate, become aware of, become familiar with, etc.

**Outline Session Content:**

Each outline section *should include the time allotted* to cover its contents. The outline should be relevant to each behavioral/learning objective. The content should be appropriate for the target audience and learning environment and should reflect what realistically can be accomplished in the time allotted.

**For Independent Study/Distance Learning -- Describe How Learning Outcomes Will Be Assessed:** (Only required for independent study/distance learning programs or other activities not involving a live instructor.) Some method of evaluation is *required* when learning programs or other activities takes place without a live instructor. These demonstrations of knowledge may be in the form of:

- written test questions (multiple choice, true/false)
- written exercises or reports
- return demonstration with instructor
- case studies
- simulations or practice

Describe what criteria the learner must to do achieve to be awarded CE credit a “passing grade” (e.g., answer 80% of all questions correctly, etc.)

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*Note: Programs are approved for a two-year period. If the independent study/distance learning program will be offered for longer than six-months, a unique posttest must be devised for each six month period. If more than one posttest will be required, submit all of them with the application.*

### **Provide references or bibliography for each session:**

Each reference **must include a complete citation**, including author, date, publisher, etc. Internet sources must also include URL and date accessed.

*Appropriate sources that support presentation content are required.* Continuing education means new, updated information that is intended to build on the entry-level and/or established knowledge of the participants.

Knowledge and skills valuable to out-of-hospital midwives may come from many sources and are not confined to what can be learned from research journals or textbooks. All sources must be relevant to the topic and credible. They may include the presenter's own articles, books, or personal experience provided that the presenter's credentials establish her or his authority on the topic.

In order to ensure applicability to contemporary practice, **clinical or social science research updates must include** at least three references published in peer-reviewed journals within the past 10 years or the most recent version if citing systematic reviews from collections such as the Cochrane Database. If no research on the topic has been published within the 10-year time frame, presenters may apply for an exception by submitting an annotated list of key studies explaining their relevance.

### **Attach a full-length résumé or curriculum vitae (CV) for each presenter:**

Presenters must document in a full résumé or CV that establishes their qualifications to teach the content of their presentation. A brief biography is not adequate.

Documentation may include relevant educational degrees, CE workshops, professional credentials, work experience, publications, or other presentations relevant to the session topic. If presenters are teaching more than one session in the program, submit the presenter's résumé with the first scheduled session being presented and note in subsequent session applications where in the application the résumé is located. (i.e., "Qualifications are listed in the Session/Speaker Application Form for *Baby Blues: An Epidemic?*")

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