



*These policies are subject to change.*

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## Continuing Education Policies

ISA grants continuing education units (CEUs) under the ISA Credentialing Program for educational events related to the field of arboriculture, using the exam outlines for each certification. Holders of ISA certifications may recertify either by retesting or by earning the appropriate number of CEUs during the course of their current recertification period, and may earn CEUs in a variety of ways. When granting continuing education credits for its credentialing programs, ISA adheres to a uniform system of measurement and granting of credits under ISA's Credentialing CEU policy and processes.

To qualify for ISA CEUs, the education program must have direct correlation to the domains of arboriculture or urban forestry covered by at least one ISA certification exam (identified within the certification application booklet for each certification program), and have a form of structured, measurable learning objectives. All CEU requests can be subject to additional review based on content provided.

If approved, continuing education programs are eligible for CEUs during the certification period in which the CEUs were earned.

Continuing Education Units (CEUs) shall be pre-approved by an ISA Credentialing Staff or a local ISA Chapter/Associate Organization Certification Liaison. In order to obtain pre-approved CEUs, a continuing education provider must submit the following information:

- i. Completed ISA Pre-Approval Form, which includes the type, title (purpose statement), date and total learning/instructional time of the event, as well as the number of CEUs sought and the complete contact information for the person submitting the request.
- ii. A detailed outline of the education material to be covered. The outline can be in the form of the presentation given, synopsis, syllabus, speakers' notes, etc., but it must contain the topics covered as well as the length of time spent on each particular topic; and
- iii. The actual length of time for the education, excluding any and all breaks and meal periods. If a course is a full day, two breaks (morning and afternoon, 15 minutes each) and a lunch period (one hour) will be deducted from the total time unless a detailed agenda shows the breakdown of the day is different.

Continuing Education Units (CEUs) can be post-approved (approved after the event) by the ISA Credentialing Staff if they are not pre-approved. In order to obtain post-approved CEUs, credential holders making a request must submit all of the following information through the ISA post-approval portal and keep copies for their records:

- i. Detailed outline of the educational material covered, which includes the actual length of the learning/instructional time, excluding any and all breaks and meal periods. The outline can be in

- the form of the presentation given, synopsis, syllabus, speakers' notes, etc., but it must contain the topics covered as well as the length of time spent on each particular topic; and
- ii. Proof of attendance for the entire educational event. The proof of attendance may be some form of electronic verification of attendance with verifying signature from sponsoring organization, transcript, certificate of completion, sign-in sheet or log-in or log-out form for attendee, etc.

CEU award guidelines:

- i. Awards for identical courses may only be given once in the individual's credentialing cycle, unless otherwise indicated in this policy.
- ii. One hour of seminar or training session time is worth 1 CEU.
- iii. No CEUs will be awarded for programs with less than 30 minutes of actual learning/instructional time. Multiple sessions (e.g., safety and tailgate sessions) can be combined to meet the minimum time requirement. CEUs may be awarded in increments of 0.25 only after the 30 minutes or 0.5 CEUs have been met.
- iv. Presenters, instructors, and leaders at workshops, conferences, seminars, webinars, or other related training or education programs shall receive the equivalent number of CEUs awarded to the attendees if they attend the entire program. No CEUs will be awarded for preparation time incurred by presenters, instructors, or leaders above the standard award for attendees.
- v. For multimedia projects (online courses, DVDs, and podcasts), pre-approval needs to be obtained.
- vi. Each credit hour of assessment-based certification programs with a passing grade related to arboriculture is worth 12 CEUs.
- vii. A First Aid or CPR course or renewal is worth 4 CEUs each and can be earned once at each recertification period.
- viii. An arboriculture-related article written and published in a magazine, online periodical/publication or newspaper is worth 3 CEUs for the author.
- ix. Company/Association training programs about arboriculture and related subjects that include home study exams will receive 1 CEU per 20 questions. The exams will be graded by the Company/Association sponsor and individuals who pass with a score of 80% or higher will have their information sent to ISA for CEU entry.
- x. CEU quizzes with a pass rate of 80%, association with books with study guides, magazine articles, component newsletters and online quizzes will receive 1 CEU per 20 questions. The organization that provides the quiz will be responsible for grading and returning the scores to ISA.
- xi. Certification preparation training workshop attendees and instructors are eligible for CEUs at 1 CEU per hour of session, with a maximum of 10 CEUs for a program.
- xii. Qualification participants will be awarded CEUs for the training portion of the event. This award will only be granted one time per certification cycle.
- xiii. CEUs eligible for BCMA, Utility, Tree Worker Climber Specialist, Tree Worker Lift Specialist, or Municipal certifications are automatically eligible for Certified Arborist.
- xiv. Safety meeting topics, and Aerial Rescue Training may be completed for CEU credits once per year.

CEUs are not to be treated as a commodity to compensate volunteers for service projects, board meetings or other non-education focused programs. There must be a formal educational component with relevant learning objectives to receive CEUs.

Course codes shall not be posted, printed in catalogues, or otherwise made available to non-attendees before or after the program. The code itself can be used as proof of attendance and should never be given to anyone prior to the event itself.

Fees for assigning CEUs is at the Component's sole discretion, continuing education providers can be charged an amount not to exceed \$45 USD per course code submission with a maximum of \$135 USD to recoup costs of Component's CEU administration only.

Certificants are responsible for submission and monitoring of their CEUs to ISA for approval and data entry in a timely manner.