

Receiving Course Credits for Executive Education Courses

If you need assistance, please contact the
Executive Education office at 303-871-4685 or executive.education@du.edu

Credit vs. “Non-Credit”

Credit – Graduate-Level Academic Credit

If you are taking the workshop for credit, be sure to register directly from the workshop website:

<https://daniels.du.edu/executive-education/workshops/>.

This option is for those interested in receiving graduate credits for their participation; these credits (and your course grade) will be on your official transcript. Please be aware that once the workshop begins you are no longer able to switch your status from for-credit to non-credit. If you are not sure which option to choose, please contact us for advising at 303-871-4685.

**Note: Credit-bearing workshops contain a mandatory assignment.*

***If you are a DU Employee wanting to use your tuition waiver, you will receive further communications from Executive Education approximately 1 week prior to the start of your course with instructions.*

“Non-Credit” – Professional Development Credit (optional)

If you are taking the workshop as non-credit, be sure to register from this website:

<https://www.du.edu/registrar/elevate-courses/programs.html#EXE>.

This option is for participants who are not interested in pursuing university credits, but are participating for professional development, personal enjoyment, and/or knowledge building. Upon request, Executive Education is pleased to provide a Certificate of Completion for professional development credit for any Executive Education course fully attended. Please click on [this link](#), download the form, and follow the instructions therein. For questions or more information, please call 303-871-4685.

Types of Professional Development Credit

Can I get Professional Development credit for the workshop I wish to attend?

Executive Education at the Daniels College of Business is proud to offer University-accredited contact hours for all of our programs; some of our longer programs are also offered as CEU (non-academic, transcribed credit), and some of our programs are also credentialed for specialty professional audiences. The number of professional development credits required for specific occupations varies by industry and state, though many licensing boards require only that your hours be credentialed by a regionally-accredited university like the University of Denver.

What is a Continuing Education Unit (CEU)?

The continuing education unit, or CEU, is another kind of designation that quantifies a person’s participation in formal education programs, mostly for training that is related to professional advancement. A CEU represents participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. One CEU is equal to 10 contact hours, or one contact hour is equal to .1 (1/10 or One Tenth) of CEU. The University of Denver is accredited as a doctoral degree-granting institution by the Higher Learning Commission (HLC) of the North Central Association (NCA), which is one of six regional educational accrediting bodies recognized by the federal government. DU received its first accreditation in 1914 and has maintained accreditation since that time.

What industry-specific credits does Executive Education offer?

- AAVSB/RACE Credit – American Association of Veterinary State Boards
- CPE Credit – National Association of State Boards of Accountancy (NASBA)
- CLE Credit – Colorado Supreme Court, Board of Continuing Legal and Judicial Education

Don’t see your industry? Check your licensure requirements here: <https://www.colorado.gov/dora>

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Can I use these credits for my license if I am not in one of the aforementioned industries?

All attendees should consult with their state licensing boards to confirm the requirements to maintain their certification. Attendees can earn University-accredited CEUs for all Executive Education programs and everyone who successfully completes the material is provided with a written record of those CEUs. Many people find that they can count CEU or CE credits for their specific board's requirements. Visit the [Department of Regulatory Affairs \(DORA\) webpage](#) to learn about your licensure requirements.

More Information

What if something urgent comes up and I can't make the class?

While Executive Education understands that emergencies cannot be avoided, we are required to have the following policy in place for CE accreditation:

- Attendees who arrive more than 15 minutes after registration closes on the day of the event will lose one (1) full hour of continuing education. Attendees who arrive more than 60 minutes late will lose two (2) full hours of continuing education, and so on.
- Attendees who need to leave before the end of the conference are asked to leave during break to minimize distractions. Attendees who leave early will forfeit the remaining hours of continuing education credit. If you are planning to leave early, please speak to the staff during registration. This will allow for the adjusted CE certificate to be prepared for you.
- At the completion of the program, attendees may contact Executive Education to request a certificate of completion.
- If you require any other special accommodations, please indicate at the time of registration so we can provide such accommodations for you.

Helpful Links by Industry:

- Continuing Education Unit (CEU Credit):
 - <https://professionals.collegeboard.org/prof-dev/workshops/ceu-credits>
 - https://www.cde.state.co.us/cdeprof/professional_nextsteps
- AAVSB/RACE Credit – American Association of Veterinary State Boards
 - <https://aavsb.org/ce-services/race/program-overview>
- CPE Credit – National Association of State Boards of Accountancy (NASBA)
 - <https://nasba.org/blog/tag/cpe-standards/>
- CLE Credit – Colorado Supreme Court, Board of Continuing Legal and Judicial Education
 - <http://www.coloradosupremecourt.com/Current%20Lawyers/Rules.asp>

Check your industry's requirements here: <https://www.colorado.gov/dora>

For more information regarding the oversight of professional development accreditation visit the International Association for Continuing Education And Training (IACET) at <https://www.iacet.org/>