

## ASPE Continuing Education Units Provider Guidelines

### I. Purpose

The purpose of this document is to provide the outline of a program administered by ASPE for the approval of education/training programs offered by non-ASPE entities providing education/training programs to the plumbing engineer or designer.

### II. Eligibility

All entities offering education/training programs to the plumbing engineer or designer community are eligible for approval and issuing of official ASPE CEUs through this process.

### III. General Requirements

#### A. General

These requirements apply to training programs provided by a given Provider covering a specific scope of training. ASPE approval and CEU determination will be required for each training program covering a given scope of training.

#### B. Scope of Training

1. The scope of training shall fall under one of the domains covered in the CPD job analysis. The provider shall designate the domain(s) covered by the training program when submitting an application for approval.
2. If the provider is a manufacturer or supplier to the plumbing industry, the training program shall not be a marketing or sales presentation of the product or service provided. The training scope shall provide or transfer technical knowledge to the student that may be generally applied in the field.

#### C. Learning Objectives

The training program shall have defined learning objectives specifically related to the scope of the training program. Training program content will be evaluated by ASPE to verify that the content is directly related to the defined learning objectives. The training program content should align with one of the five areas covered in the CPD exam: Gathering Information, Design, Specifications, Construction Services, and Administration. Click here to see more subject areas. See more content areas [here](#).

#### D. Assessment

At the completion of the training program, the provider shall provide some form of assessment to verify that the students assimilated the information delivered in the program and that the learning objectives were accomplished.

#### E. Trainer Qualifications

The provider shall have documented qualifications for trainers involved in the program and have on record documentation of those qualifications for each trainer.

F. Verification of Satisfactory Completion

The provider shall issue a certificate of completion to students who have satisfactorily completed a training program. This certificate is found on the ASPE website (<http://aspe.org/CEUProviderLogin>) and is to be generated by the provider upon program completion. The certificate includes:

- Formal name of training program (as approved by ASPE)
- Date of training event
- Student Name
- Number of CEUs awarded

G. Records

Providers shall maintain records of all training programs delivered including at a minimum:

- Attendees names
- Trainer(s)
- Results of assessment

H. Random Audits

ASPE reserves the right to audit Provider files at any time to verify that the requirements of this program are being adhered to by the Provider.

I. Revisions to Approved Training Programs

Providers are required to advise ASPE of any changes to an approved training program prior to implementing those changes. ASPE will evaluate to determine if the revisions impact the ASPE approval or the number of CEUs determined.

J. Ongoing Approval Process

On an annual basis, Providers having approved programs will be required to provide an annual report to ASPE documenting that no changes have been made to the approved programs, a list of locations and dates the training was provided, trainers providing the training, and number of students.

#### **IV. Provider Listing**

In recognition of a training program receiving ASPE approval, an official registry of organizations and training programs will be provided on the ASPE website.

## V. Program Fees

The following fees will apply for the approval process:

<b>Application for Approval of Training Program</b> <i>(includes up to five training programs in the first year)</i>	\$650
<b>Additional Reviews Due to Rejection</b>	\$100/program
<b>Renewal Registry Fee</b> <i>(includes up to five training programs annually)</i>	\$500/annually
<b>Additional Training Programs</b> <i>(annual fee)</i>	\$150/program
<b>Review of Changes to Training Program</b>	\$60/program