

CEU/CPE Credits for System Offices Online Training

Individuals who hold professional licenses or certifications are often required to earn continuing education credits on an annual basis. Depending on the profession, these credits may be referred to as continuing education units (CEUs), continuing professional education (CPE), or various other names. Several of the online courses offered by the System Offices award CEU or CPE credit, as described below.

Course Name and TrainTraq course number	Contact Hours	Continuing Education Units (CEU)	Continuing Professional Education Credits (CPE)
ADA for Supervisors and Faculty (2111125)	.5	.05	.5
Conducting Effective Interviews (1001)	2.5	.25	2.5
Creating a Discrimination-Free Workplace (99002)	1	.1	1
Disbursement of Funds (11021)	1	.1	1
Effective Hiring Practices (2111264)	2.5	.25	2.5
Ethics (99001)	1	.1	1
Export Controls & Embargo Training – Basic Course (2111212)	1	.1	1
FERPA (11012)	1	.1	1
Hazard Communication (11020)	1	.1	1
HIPAA-Benefits Processors and HRC Users (11009)	1	.1	0
HUB Purchasing Requirements (11010)	.5	.05	.5
Information Security Awareness (3001)	1	.1	1
Management Overview for New Supervisors (1002)	.5	.05	.5
Managing Employee Performance (1003)	2.5	.25	2.5
Orientation to the A&M System (99004)	.5	.05	0
Payment Card Industry Data Security Standard (11013)	1	.1	1
Position Descriptions (11008)	1	.1	1
Positive Mgmt of Performance Problems (1004)	2.5	.25	2.5
Problem-Solving for Supervisors (1007)	1	.1	1
Reporting Fraud, Waste and Abuse (99003)	1	.1	1
Retention of State Records (11015)	1	.1	1
Sexual Harassment: What Supervisors Need to Know (1006)	2	.2	2
Time and Effort (2111113)	.5	.05	.5
Time Off Issues for Employees (8002)	1.5	.15	0
Time Off Issues for Supervisors (2001)	3	.3	0

Notes:

1. The number of contact hours is based on the average time needed for a learner to complete the course.
2. The CEU credits have been approved by Texas A&M University’s Employee and Organizational Development office, which is a State Board for Educator Certification-approved continuing education provider (license #501175). CEUs are equivalent to 1/10 of the contact hours for training (10 contact hours =1 Continuing Education Unit).

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3. The CPE credits have been approved by System Internal Audit, which is registered as a Continuing Professional Education sponsor with the Texas State Board of Public Accountancy (sponsor ID #004663). Courses that offer CPE credit can be used by certified public accountants to meet their continuing education requirements.